301

Guidelines for Processing Personnel Actions

Handbook EL-301

June 1989

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U.S. POSTAL SERVICE
WASHINGTON, DC 20260-4221

Handbook EL-301
GUIDELINES FOR PROCESSING PERSONNEL ACTIONS

June 1989

A. MATERIALS TRANSMITTED.

EL-301 is a new handbook which completely revises and obsoletes the material previously found in Chapter 6 of Handbook P-11, *Personnel Operations*. The handbook P-11 is obsolete; Chapters 1-5 of that handbook were completely revised and published in February 1989 under the new identifier Handbook EL-311.

B. DISTRIBUTION.

1. **Initial.** This handbook is distributed to all CAG A through K offices, bulk mail centers, regional offices, division offices, management sectional centers, inspectors-in-charge, and others directly involved in processing personnel actions.

2. **Additional copies.** If your office did not receive the quantity needed, send a completed Form 7380, Supply Center Requisition, to your materiel distribution center.

C. COMMENTS, QUESTIONS, AND PROBLEMS.

If you cannot find or understand certain material or discover that topics are omitted, send a memorandum outlining the problems, through appropriate management channels, to:

General Manager, Human Resources Information Systems Division
USPS Headquarters
475 L'Enfant Plaza, Room 9802
Washington, DC 20260-4221

D. SUPERSEDED INSTRUCTIONS

This handbook supersedes Chapter 6 of Handbook P-11.

E. EFFECTIVE DATE

These instructions are effective upon receipt.

Joel S. Trosch
Assistant Postmaster General
Employee Relations Department

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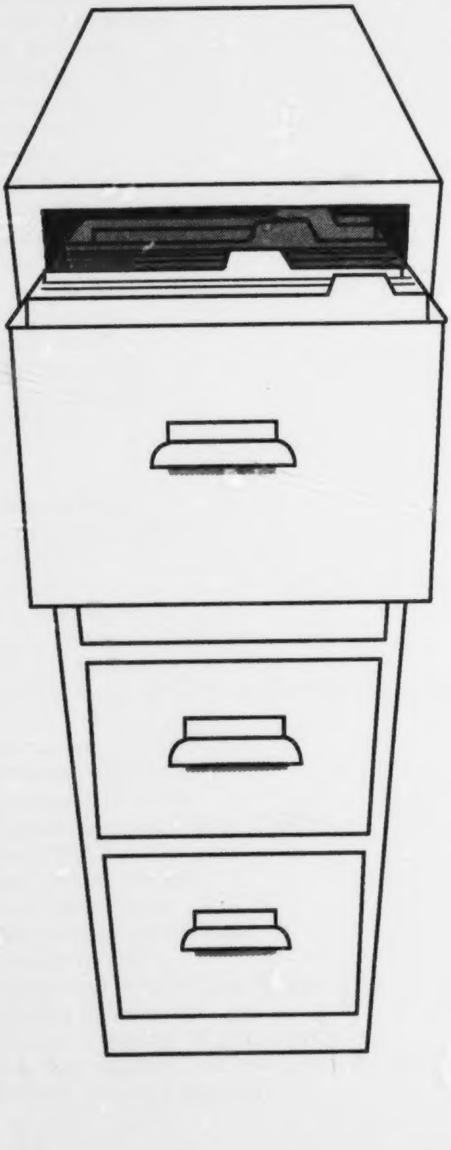
Introduction



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Chapter 1
Introduction

110 Scope

111 Purpose of Handbook

The purpose of this handbook is to provide a detailed description of procedures which must be followed by personnel assistants, personnel clerks, and supervisors when adding or separating employees or making changes to employees' master records. All such personnel actions require the processing of a Form 50, *Notification of Personnel Action.*

112 Organization

This handbook is organized according to the three basic types of personnel actions. Chapter 1 provides general information which applies to all types of Form 50 processing including descriptions of all data elements, nature of action codes and other frequently used charts and tables. Subchapter 130 provides detailed information about the creation and maintenance of Official Personnel Folders (OPFs) and other personnel records. Chapters 2, 3, and 4 provide detailed instructions for accession, change, and separation actions, respectively. Included in each of those chapters are examples of correctly completed Form 50 worksheets and exhibits of information pertaining to those types of personnel actions.

113 Policy

Basic policy governing the procedures in this handbook is found in the Employee and Labor Relations Manual (ELM). Chapter 3 of the ELM provides policy for most personnel actions. Chapters 4 and 5 of the ELM provide policy on Pay Administration and Employee Benefits. Some personnel actions may be required or governed by collective bargaining agreements, other postal handbooks, management instructions, or Postal Bulletin articles.

120 Processing Form 50 Personnel Actions

121 Purpose of Form 50

The Form 50 used by the Postal Service accomplishes five primary purposes:

a. It provides the system and the information to establish, maintain and remove employee's master records in the payroll system of the U.S. Postal Service.

b. It notifies specific employees of changes to and current status of information concerning their employee master record, their status, position, retirement plan and salary, and enables the employee to verify and correct this information.

c. It provides on one page, near the top of the permanent papers in the Official Personnel Folder (OPF), much of the current information most frequently needed in the personnel office, including a brief history of up to six recently processed personnel actions and the initial appointment.

d. It provides a turn-around worksheet with pre-printed information to simplify the work of the personnel staff in initiating the next personnel action.

e. The accumulation of all Forms 50 in the OPF permanently and authoritatively documents the salary and service history of an employee for a variety of official purposes, including the expeditious processing of retirement annuities.

122 Copies

The printed Form 50 has three copies (there is also a blank worksheet) which are identified and used as follows:

Copy Number	Form Name	Use
1 - Employee Copy	Form 50, Notification of Personnel Action	Given to employee
2 - Processing Copy	Form 50-A, Request for Personnel Action	Held by Personnel Office as Turn-Around Worksheet for Next Personnel Action
3 - OPF Copy	Form 50, Notification of Personnel Action	Permanently filed in OPF
Blank Worksheet	Form 50-B, Request for Personnel Action	Used by Personnel Office for New Hires Only

123 Procedural Overview

123.1 ELRIC Users (See Exhibit 110a)

123.11 Initiation. The process begins when the personnel staff is notified by associate office personnel, by managers within the installation, or by internal or external tracking systems, that a personnel action is required for an employee.

123.12 Preparation. Determine the Nature of Action (NOA) and prepare a Form 50 worksheet according to the instructions in this handbook for each Nature of Action code. For new hires, a Form 50-B blank worksheet is completed. For all other actions, the turn-around worksheet stored in the employee's OPF is obtained and completed. Entries on these worksheets can be handwritten or typewritten, but must be complete, accurate and legible. Every request for personnel action must show the effective date of the action, the Social Security number of the employee, the nature of action code and all data elements which are affected by this action.

a. The proper NOA code must be determined for each action to be processed. A definition for each non-PDC generated NOA listed in Exhibit 110d is contained in the appropriate section of this handbook. The legal authority for the NOA (if appropriate), the elements on Form 50 which require entry, forms required (if appropriate), and additional information to assist and guide you in processing the action are included.

b. Each element on the Form 50 worksheet is numbered and named. Complete the worksheet by entering data in the appropriate elements on the Form 50 worksheet. The elements requiring entry depend upon the particular NOA being processed. Exhibit 110c is a listing of all Form 50 elements, the number of allowable alpha/numeric characters the element can contain, and descriptions to assist you in entering the correction information.

c. All worksheets submitted to ELRIC for processing must be signed by a personnel official authorized to approve workseets for that MSC.

123.13 Submission. With certain exceptions, the Form 50 worksheet must be mailed in sufficient time to ensure receipt at the ELRIC at least 5 days before the effective date of action. Exceptions include corrections, separations where the employee does not give advance notice of intent, and actions required to be retroactive. Timely submission allows ELRIC sufficient time to process the action.

a. Submit only the original, signed copy of the Form 50-A or -B worksheet.

(1) At no time should Part 3 of Form 50 (the OPF copy) be used as a worksheet for actions.

(2) Do not submit a full three-copy set of a Form 50.

(3) At no time should a partially completed Form 50-B be submitted in lieu of the Form 50-A on an employee with an active master record.

(4) Do not submit duplicate worksheets unless requested by ELRIC. (If there is a problem with receipt of Form 50, contact ELRIC.)

b. Do not submit future actions to ELRIC more than two pay periods in advance of the effective date.

c. When two or more actions are being submitted for sequential processing on the same employee, staple the actions together, and at the top of each worksheet, label the first action "1 of 2" and the second action "2 of 2," etc. ELRIC will process the second action so that the submitting office does not have to wait for the turn-around worksheet.

d. When a promotion action is effective the same date as a merit or step increase, the merit or step increase is processed prior to the promotion action (see ELM 416.25 for instructions on compensation adjustments for nonbargaining unit employees, and 422.36 for bargaining employees).

e. Keep a photocopy of the worksheet at the personnel office. Use this copy to verify the accuracy of the processed Form 50, and to serve as a reminder that a Form 50 action is pending on the employee. Never submit a photocopy to ELRIC for processing. Duplicate actions cause errors and uncertain results in the payroll system.

123.14 ELRIC Processing. Form 50 worksheets received by ELRIC are sorted by type of action and by current or future effective dates. Actions are keyed in the order received with special emphasis on ensuring that actions with current or old effective dates are keyed prior to the cut-off date for the current pay period.

a. Due to the volume of personnel actions each pay period, ELRIC may not always have time to call submitting offices for information to correct errors on worksheets. If there is time for ELRIC to return errors and for the submitting office to correct and resubmit the actions in time for the cut-off, ELRIC will return worksheets with errors. Depending on volume and other workload, ELRIC will attempt to contact offices for error correction when possible if returning the errors would cause late actions.

b. Cut-Off Dates. Normally, the cut-off date for each pay period is the Wednesday of the second week of that pay period. The ELRIC's final transmission of actions for the pay period must be received by payroll that Wednesday evening. Any actions received after the second Wednesday cannot be processed during that pay period.

123.2 HRIS Form 50 Users (see Exhibit 110b)

123.21 Initiation. The process begins when the personnel office is notified by an associate office personnel, by managers within the installation, or by internal or external tracking systems, that a personnel action is required for an employee.

123.22 Processing. The MSC or division will establish how the information is to be provided to the personnel office (e.g., worksheet, routing slip, memo, etc.). The MSC or division personnel update the HRIS database according to the information provided. HRIS prompts them for necessary additional information and formats a transaction to update the payroll system. The NOA and the data elements which need to be transmitted with it are extracted from the HRIS database.

123.23 Certification. Those designated at the MSC or division who have Form 50 certification authority must use the HRIS Form 50 certification procedure to certify personnel actions before they can be transmitted to the payroll system.

123.24 Submission. HRIS automatically extracts all certified personnel actions for each available payroll processing cycle. HRIS prevents duplicate or multiple actions on the same employee in the same cycle. Actions with future effective dates are automatically held by HRIS for transmission on the first available processing cycle in the effective pay period.

123.25 Cut-Off Dates. Unless informed otherwise, cut-off for processing HRIS Forms 50 through the payroll system during a pay period is the second Wednesday of that pay period. Actions certified in HRIS after that day will be extracted and transmitted to Payroll for processing the following pay period.

123.3 Payroll Interface

123.31 Processing Cycles. The payroll system accepts Form 50 changes to its employee master file during file maintenance cycles. Normally there are six cycles each pay period: Wednesday, Thursday and Friday of Week 1; Monday, Tuesday and Wednesday of Week 2. During the other days of the pay period, the payroll system is calculating employees' pay and preparing pay checks.

123.32 Form 50 Transactions. Payroll receives Form 50 transactions in specified formats from both ELRIC and HRIS for each file maintenance cycle. When processed, these transactions either establish, change, or terminate employee records in the payroll system.

123.33 Results of Payroll Processing Cycles. All actions are edited by the payroll system, and either update the employee master file with no errors, or are rejected and do not update the employee master file because of fatal errors. For all actions, whether submitted by ELRIC or HRIS, ELRIC receives a file of Forms 50 for printing and updates to the ELRIC master file. They also receive listings of fatal and warning errors for actions processed by ELRIC. ELRIC prints the Form 50 and distributes them to the MSCs and divisions. HRIS Form 50 sites receive, in addition, information on the successful processing and fatal or warning errors of their actions immediately after the payroll processing cycle. HRIS sites will receive their printed three-part Forms 50 from the ELRIC.

123.4 Forms 50 Distribution

123.41 After processing, the three-part Form 50 is returned to the MSC or division personnel office staff. If Official Personnel Folders (OPFs) are retained in associate offices, the three-part Form 50 will be reviewed by personnel staff in the MSC and forwarded to the appropriate installation staff for distribution in accordance with 123.42 below.

123.42 The accuracy of the printed Form 50 must be verified. ELRIC users must compare the Form 50 against the pending copy (see 123.13e). The HRIS system will inform HRIS Form 50 sites of any discrepancies which may need correction.

a. Part 1, Employee Copy, is to be provided directly to the employee by the supervisor or personnel office. Part 1 is not to be duplicated.

b. Except for separation actions, file Part 2, Processing Copy, on the left side of the OPF and Part 3, OPF Copy, on the right side of the OPF. The processing copy will be removed and used as a worksheet for subsequent Forms 50.

c. For separation actions, destroy Part 2 (processing copy). If the employee is rehired, the process would start over with a Form 50-B. File Part 3 on the right side of the OPF.

123.5 Timeliness. Timely processing of personnel actions is imperative because of the many negative repercussions of late actions. These include the costs of adjustments, impact on employees, errors in reporting systems, and the reputation of the personnel office.

130 Personnel Records and Files

131 Official Personnel Folders (OPFs)

131.1 Establishing OPFs

131.11 General. An OPF must be established and maintained for each employee regardless of appointment type or duration. The OPF contains documents that reflect or have a bearing on the employee's official status, salary, benefits, and service or work performance and documents that are significant in the employee's career history.

131.12 New Employees with No Previous Federal Civilian or Postal Service. To establish the OPF, use Form 66, *Official Personnel Folder,* and prepare the tab with the following three items of identifying information: the employee's name (last name first), date of birth (by month, day and year), and Social Security number (typed under and in line with the employee's last name).

DOE, John A. 06-15-59
SSN 123-45-6789

131.13 Former Federal or Postal Employees

131.131 Obtaining the OPF. Obtain OPFs for employees who are moving from employment in another federal agency or postal installation and for employees with prior federal or Postal Service as follows:

a. If employee worked in another federal agency within the past 90 days, request the folder directly from the agency by letter. Before the OPF is received, use SF 75, *Request for Preliminary Employment Data,* to obtain information necessary to complete the Form 50. Normally the losing agency retains the OPF until the gaining postal installation provides a copy of the accession Form 50. At that time, the separation Form 50 is cut, ensuring no break in service. The OPF is then forwarded to the gaining postal installation.

b. If employee worked in another postal installation within the past 90 days, request the folder directly from the postal installation. Normally this will occur prior to preparation of Form 50. There is no requirement that the gaining office forward a copy of the accession personnel action to the losing office prior to release of the OPF.

c. If employee has been separated from federal or Postal Service longer than 90 days, request the folder from the National Personnel Records Center (Civilian), General Services Administration, 111 Winnebago Street, St. Louis, MO 63118-4199. Submit request in duplicate on SF 127, *Request for Official Personnel Folder (Separated Employee).* Specify agency and dates of previous employment. For former employees of the FBI, CIA, and District of Columbia, request a transcript of service and leave balance in lieu of an OPF by writing to the following addresses:

FBI	Director, Federal Bureau of Investigation Washington, DC 20535-0001
CIA	Director of Personnel Central Intelligence Agency Washington, DC 20505-0001
D.C	Director of Personnel District of Columbia 499 Pennsylvania Avenue Washington, DC 20001-2112

131.132 Purging OPFs of Former Federal or Postal Employees. Upon receipt by the gaining office of an OPF from another office or agency for a new employee, the OPF must be reviewed and purged in accordance with 131.3.

131.2 OPF Organization and Contents

131.21 Permanent Records

131.211 Contents. The records (or their equivalents) listed in Exhibit 110h are considered to have permanent value. Permanent records generally consist of the following:

a. Those with lasting importance affecting the employee's status, salary, benefits and service.

b. Those with significance in the employee's career history, and

c. Those that pertain to the disclosure of records from the OPF.

131.212 Filing Procedures. Permanent records are filed on the right side of the OPF, generally in chronological order by effective date, with the latest record on top. Permanent records related to a particular personnel action are filed immediately below the Form 50 covering that action.

131.22 Temporary Records

131.221 Contents. The records (or their equivalents) listed in Exhibit 110i are considered to be temporary records.

131.222 Filing Procedures. Temporary documents are filed on the left side of the OPF. Destroy after 2 years, or upon separation or transfer, whichever is sooner. If another agency requests to review an employee's OPF for any purpose, remove all temporary documents before the agency's review and replace them when the OPF is returned. It is not necessary to remove the temporary documents if the OPF is being reviewed by another postal installation.

131.23 Organization/Filing OPFs. File the OPFs alphabetically in a lockable receptacle in a secure area, as follows:

a. Active File. One folder for each employee currently on the rolls.

b. Pending File. One folder for each employee for whom a Form 50 worksheet has been submitted/processed pending receipt of a printed Form 50. (When printed Form 50 is received, the responsible official verifies it, files it, and returns the OPF to the active file.)

c. Inactive File. One folder for each separated employee, except those reassigned or transferred to another office or agency (see 131.4 for disposition of inactive folders).

131.3 Purging the OPF. Only permanent records as defined in 131.21 and temporary records as defined in 131.22 may be maintained in the OPF. Upon receipt and periodically during an employee's career, the OPF must be inspected to ensure that certain types of records are not present. If such records are present, they must be purged as follows:

a. Medical Records	Remove records and place in a folder labeled with the employee's name, social security number and date of birth. The folder should then be placed in a double envelope with the inner envelope marked RESTRICTED-MEDICAL, and forwarded to the appropriate USPS Medical Officer or Health Unit.
b. Investigative Records	(1) Postal Service records - refer to ELM 314.26 for disposition.

	(2) Nonpostal Service records - remove and forward, as appropriate, either to the Office of Personnel Management, Compliance and Investigations Group, PO Box 886, Washington, DC 20044-0086, or to the agency of origin (e.g., FBI, CIA, Department of Defense).
c. Testing and Examining Material	(1) Postal Service material - send scheme examination material less than 2 years old to the local PEDC. If there is no local PEDC, the scheme test material should be retained locally, separate from the OPF, for 2 years. (2) Remove and forward nonpostal material to the Test Security Officer, Recruitment/Agency Services Branch, OPM.
d. DD-214, Discharge Certificate	Remove and replace with Form 144 (June, 1978 or later version). Original forms DD-214 or the original of another similar military service record must be returned to the individual. Copies should be destroyed by shredding or burning.
e. Preemployment References and Background Checks	Remove and forward to agency of origin.
f. Tax Records	Remove withholding exemption certificates superceded by later changes no sooner than 4 years from the date of the current certificate.
g. Other	Records not described in 131.2 should be removed and returned to the individual. Records not authorized for permanent or temporary retention in the OPF include:

1. Training requests, nominations, and procurement orders.
2. Employee job offers and entry-on-duty correspondence.
3. Grievances, adverse actions, and appeals.
4. Notices of address change.
5. Unemployment compensation claims correspondence.
6. Worker's compensation claims correspondence.
7. Travel agreements.
8. Orientation checklists.
9. Results of inservice examinations and tests.
10. Leave requests.
11. Preemployment vouchers, call in notices, and inquiries and references.
12. Applications for employee identification cards and records of issued cards.
13. Dispensary and employee health care unit records (e.g., records of visits to the agency's medical facilities and records of treatments and medications administered, correspondence regarding disability retirement, etc.).
14. Job descriptions.
15. Bid award notices.
16. Photographs.
17. Education transcripts.

131.4 Security and Use of OPFs

131.41 Need for Security. The OPF is the basic source of official data on the employee. Many of the documents are unique and cannot be replaced. The integrity of the OPF is essential to postal officials in discharging their responsibilities. Employees depend on the completeness of these records for assurance of their rights and benefits. Also, the records contain information which, if improperly disclosed, could cause substantial harm, embarrassment, or unfairness to the employee. Therefore, it is a major responsibility of the custodian to ensure adequate control over access and use of OPFs.

131.42 Safeguarding Information. ELM 313.2 and 313.3 provide information on custodians' responsibilities for safeguarding personnel records, and on penalties provided by the Privacy Act for unauthorized collection or disclosure.

131.43 Custody of OPFs. No employee may be the official custodian of her or his own OPF. Except when alternate arrangements have been authorized by higher authority, custody of OPFs must be maintained as follows:

Responsible Office	Employees Covered
Employee Relations Dept., Headquarters Personnel Division	Regional Postmasters General Postal Data Center Directors National Information Systems Support Center (NISSC) Director (Raleigh, NC) Supply Center Managers Mail Equipment Shop Managers Technical Center Field Director (Norman, OK) Management Academy Field Director (Potomac, MD) NTAC employees Headquarters employees Special Investigations Division employees Regional Chief Postal Inspectors The OPFs for the following Headquarters employees are maintained at their respective sites: TDD employees (Potomac, MD) TDD employees (Norman, OK) Philatelic Sales Division (Kansas City, MO and Merrifield, VA are maintained at Merrifield) International Accts Center (New York, NY)
Engineering & Technical Support Dept., Hdqrs. Field Director, MTSC	Maintenance Technical Support Center (Norman, OK)
Information Resource Management, Hdqrs. Director, NISSC Center	NISSC (Raleigh, NC)
Regional Headquarters	Field Division General Managers Regional Headquarters employees
Regional Chief Postal Inspectors	All Inspection Service Field personnel except those listed under Headquarters Inspection Service and Security Force employees.
Division Office Management	Field Directors Sectional Center Managers Bulk Mail Center Managers Employees of the Division Post Office
Inspection Service Division Offices	Security Force employees
Management Sectional Centers	Postmasters of all associate offices Employees of the MSC Post Office, including satellite installations bearing the finance number of the MSC office. At local discretion, MSC offices may retain OPFs for their associate post office personnel.
Associate Post offices	All personnel, excluding the Postmaster, whose employing office finance number matches the Associate Office's finance number. Note: OPFs may also be retained in the MSC office according to MSC policy.
Supply Centers	Mail Bag Depositories and Repair Centers Managers Supply Center employees (Eastern Area) Stamped Envelope Agency Manager and employees.
Mail Bag Depositories and Repair Centers	All personnel, excluding the Manager, whose employing office finance number matches the Mail Bag Depositories and Repair Centers' finance number.
Bulk Mail Centers	All personnel, excluding the Manager, whose employing office finance number matches the Bulk Mail Center's finance number.
Postal Data Centers	All personnel, excluding Directors, whose employing office finance number matches the Postal Data Center's finance number.
Other Postal Service	All personnel under their jurisdiction. Field Installations

131.44 Privacy and Information Release

131.441 Privacy Act. Postal Service officials who have custody of or access to OPFs are responsible for complying with Privacy Act regulations concerning the collection, use, disclosure, and safeguarding of information pertaining to employees. Custodians are also responsible (a) for permitting employees or former employees to gain access to and to correct or amend records containing such information and (b) for keeping an account of all disclosures made. These responsibilities apply to all records maintained in the OPF. See ELM 313 and ASM 353 for instructions relating to Privacy Act compliance.

131.442 Freedom of Information Act. The records in the OPF are exempt from mandatory public disclosure under the Freedom of Information Act, if such disclosure would constitute a clearly unwarranted invasion of personal privacy. However, the name, salary, job title, grade, duty status, and dates of postal employment of any individual current or former employee may be disclosed to any person. (See ELM 313.5 and ASM 352 for denial of requests under the Freedom of Information Act.)

131.45 Guarding Against Loss and Unauthorized Disclosure. Take the following precautions against loss and unauthorized disclosure of the folders:

a. Remove OPFs from the file for official use only.

b. All officials requesting access to an employee's OPF must (orally) affirm that the folder is being requested in performance of an official duty. It is important that the disclosing personnel officer solicit this (oral) affirmation, if not volunteered, so that the accountability for the disclosure is properly shifted to the requesting official. The personnel officer does not need to know the exact official duty involved.

c. When an OPF is taken from the file, insert a charge-out card, showing the employee's name, the date taken, and the name of the person using the OPF.

d. See that OPFs are returned to the file as promptly as possible. Folders must not be tampered with or exposed to the curiosity of unauthorized persons.

e. If it is necessary to lend an OPF temporarily to another office or agency, (1) obtain a receipt from the person to whom the folder was given or (2) send it by registered mail to the appropriate official and (3) insert a charge-out card in the file.

131.451 Marking Records. The permanent contents of the OPF must not contain any markings or notations other than those on the original document as received for filing. Exceptions must be authorized by the General Manager, Human Resources Information Systems (HRIS) at Headquarters. Use of underscoring or checkmarks to accentuate certain portions of documents is prohibited.

131.452 Amending Records. OPF records may be amended due to grievance settlements, complaints, etc. when authorized by the Field Director, Human Resources. Use of underscoring or checkmarks to accentuate certain portions of documents is prohibited.

131.46 Access to OPFs

131.461 Official Uses. Postal officials and personnel office employees who require personnel information in the performance of postal duties may be given access to the OPFs. No Privacy Act accounting is required for such disclosures.

131.462 Employee Review. Individuals may review and have copies made of any information contained in their personal OPF, provided that (1) the review is conducted in the presence of an official or employee who has custody of the folder and (2) the employee reviews or copies records on her or his own time, except as provided for in current collective bargaining agreements. Records are made available for inspection and copying during normal business hours at the facility where the records are to be reviewed. ELM 313.61 lists information to which an employee is *not* entitled access. However, none of the listed records or items of information should ever be kept in the

OPF. For further instructions on requests by employees regarding information pertaining to themselves, see ELM 313.6.

131.463 All Others. See ELM 313.5 for instructions on disclosure of personnel information to others.

131.47 OPF Disclosure Accounting Provisions

131.471 General. The Privacy Act of 1974 requires that OPF custodians keep an accurate account of every disclosure except the following public information: the name, job title, grade, salary, duty status, and dates of postal employment of any current or former employees.

131.472 Procedures. Custodians must use Form 6100-A, *OPF Disclosure Accounting Form,* to account for all other disclosures of OPF information, including those to present and former employees. This form should be retained on the right side of the OPF. However, when the OPF is temporarily charged out, the form is retained in the personnel office as a charge out indicator. **Exception: Use Form 6100-B, *OPF Disclosure Accounting Form* (for law enforcement officials), to account for disclosures to law enforcement officials.**

131.473 Disclosures to Law Enforcement Officials. Custodians must use Form 6100-B when information is disclosed to law enforcement officials. Maintain this form apart from the OPF until the folder is transferred. Gaining postal facilities should remove this form from the OPF immediately upon receipt of the folder.

131.5 Disposition of OPFs

131.51 OPF Review. Personnel office staff must thoroughly review inactive OPFs, including those forwarded for separation actions by associate offices, to ensure that all applicable permanent records are included and are securely fastened to the right side of the folder. Make sure that none of the following are attached to the right side of the folder:

a. Temporary records or exact duplicates.

b. Personnel investigation records.

c. Medical records (except as permitted in Exhibit 110h).

d. Unauthorized disciplinary records.

e. DD-214 or similar military documents (none of these records should ever be placed in the OPF).

f. Tax exemption withholding certificates more than four years older than certificate(s) changing withholding.

Note: Forward any personnel investigation records, medical records, and injury compensation records, to the appropriate custodians of these records. See ELM 314 for disposition of these records. Remove all medical records, except those specified in Exhibit 110h, from the OPF and forward these to the area postal medical facility for storage.

131.52 Disposition. After performing the OPF review in .51 above, dispose of OPFs according to instructions in the table below. OPFs that are forwarded to the National Personnel Records Center (NPRC) should be securely packaged and sent by registered mail. The address is:

National Personnel Records Center
General Services Administration
111 Winnebago Street
St. Louis, MO 63118-4199

Include a typewritten list of names and social security numbers for each former employee for whom an OPF is included. Retain a copy of the list. Label multiple boxes one of three, two of three, three of three, etc. Send single folders in an envelope (padded if possible to provide greater protection).

131.53 Forwarding Loose Records to NPRC. If additional records are discovered after an employee's OPF has been transferred to NPRC, forward those of permanent value, essential for inclusion in the OPF, to NPRC. (Destroy records which should have been filed in the OPF but have no permanent value). Good OPF maintenance procedures should reduce the number of loose records to a minimum. Each loose record so forwarded must show the following information about the employee:

a. Full name.

b. Date of birth.

c. Social Security number.

Disposition of OPFs

If	Then
Retirement or death claim is being processed	Send OPF to NPRC upon expiration of a 120-day retention period after separation.
It is probable that employee will be employed repeatedly, after separation, for short periods of time (casuals/temporary employees)	Retain OPF for maximum period of 2 years after date of last separation.
Employee is separated for active military duty	Retain OPF until reemployment or expiration of restoration rights.
Employee is transferred to an international organization	Retain OPF until reemployment or expiration of restoration rights.
Employee is separated by reduction in force and name is entered on reemployment priority list	Retain OPF until name is removed from the list due to reemployment or deleted from list upon expiration of retention period.
Employee is separated due to compensable injury and has restoration rights	Retain OPF until reemployment or expiration of restoration rights.
Separated employee employed by another postal installation	Complete OPF Review. Retain OPF until confirmation of employment is received from new employing office. Forward OPF by registered mail to new office.
Separated employee employed by another federal agency	Complete OPF Review. Retain OPF until confirmation of employment is received from new employing agency. Forward OPF by registered mail. Retain the name and location of the agency to which OPF is transferred and date of transfer.
Long term records which should be filed in the Folder are not complete or available	If all permanent records have not been received (e.g., Form 2246, *Terminal Leave Worksheet*), retain the OPF until complete.
Separated employee is awaiting appeals or pending adjudication for retirement, insurance or other claims	Retain OPF until appeal or claim is resolved.
Employee is entitled to severance pay upon separation	Retain OPF until all severance pay due has been paid, or until notice is received that the individual is reemployed in a position that discontinues the right to further payments from the severance pay fund.
Employee is reassigned to another postal installation	Forward the OPF to the new installation by registered mail after making sure that (a) the right side of the OPF is screened to remove records that should not be there, and to sequence records in the proper order and (b) that the left side is screened to remove temporary material that is of local interest.
Employee is separated and none of the conditions above apply	Send OPF to NPRC after expiration of a 90-day retention period after separation. Ensure that records, including separation records, have been filed.

d. Installation name and address from which separated.

131.54 Requests for Information from Transferred OPFs. See ELM 313.72 for procedures for allowing individuals to review their OPFs following transfer of the OPF to NPRC.

132 Other Authorized Personnel Records Systems

Separate files are established for investigative reports, restricted medical records and reports, occupational injury and illness compensation claims, merit evaluations, and for certain disciplinary actions (see ELM 314 for information on maintenance of these separate files). In addition, subject folders must be established on site for temporary retention of certain payroll-related forms processed through the Distribution Data Entry/Distributed Reporting (DDE/DR) system. Authorized personnel information records maintained at field installations throughout the Postal Service and their retention periods are contained in appendices of the Administrative Support Manual and the ELM.

Flow of Personnel Actions Processed by ELRIC

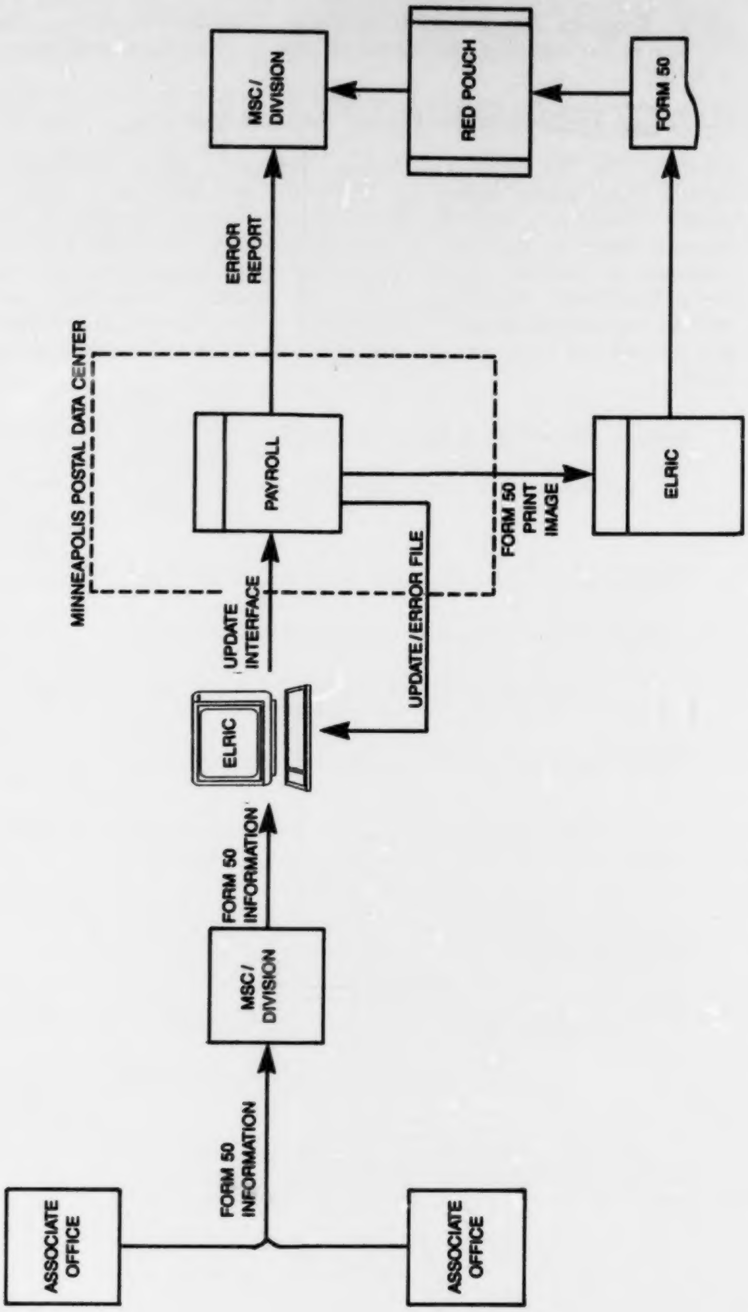

ASSOCIATE OFFICE
ASSOCIATE OFFICE
FORM 50 INFORMATION
MSC/ DIVISION
FORM 50 INFORMATION
ELRIC
UPDATE INTERFACE
UPDATE/ERROR FILE
MINNEAPOLIS POSTAL DATA CENTER
PAYROLL
FORM 50 PRINT IMAGE
ELRIC
ERROR REPORT
MSC/ DIVISION
RED POUCH
FORM 50

Exhibit 110a, Flow of Personnel Actions Processed by ELRIC

Flow of Personnel Actions Processed by HRIS

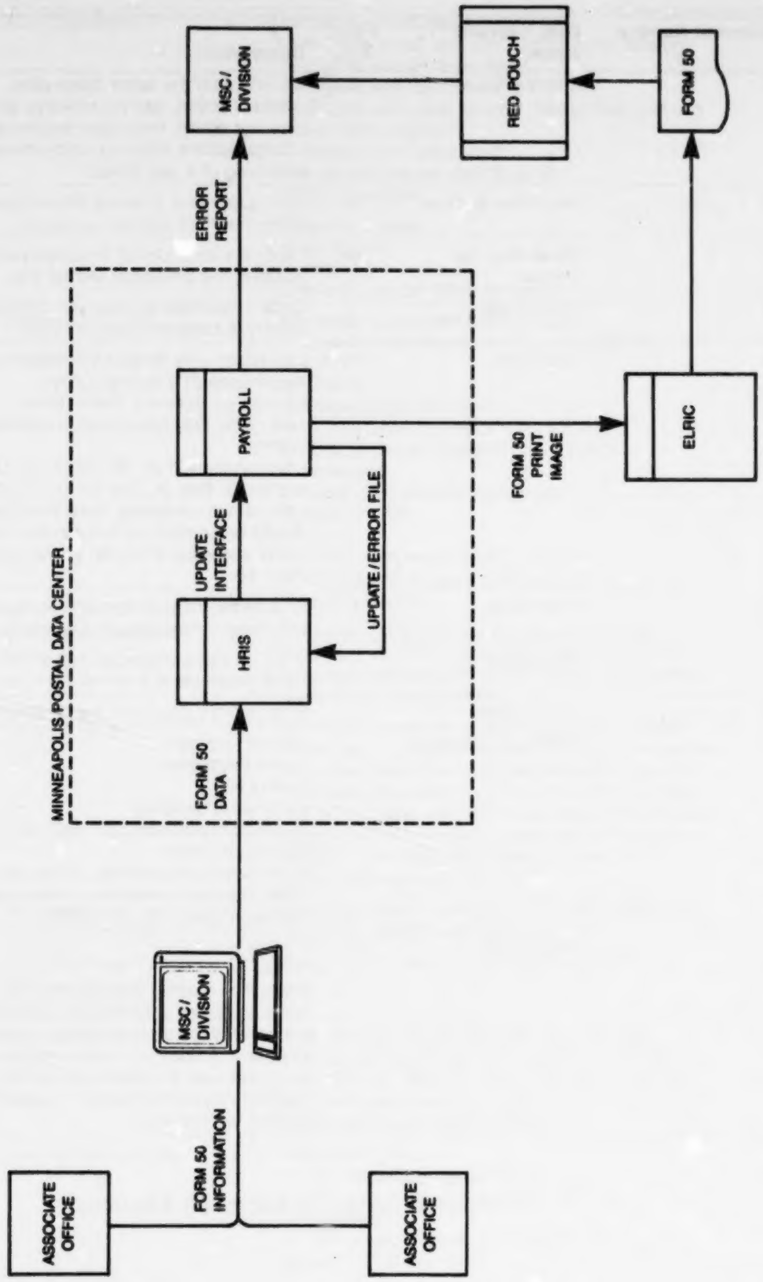

ASSOCIATE OFFICE
ASSOCIATE OFFICE
FORM 50 INFORMATION
MSC/ DIVISION
FORM 50 DATA
MINNEAPOLIS POSTAL DATA CENTER
HRIS
UPDATE INTERFACE
UPDATE / ERROR FILE
PAYROLL
FORM 50 PRINT IMAGE
ELRIC
ERROR REPORT
MSC/ DIVISION
FORM 50
RED POUCH

Exhibit 110b, Flow of Personnel Actions Processed by HRIS

Form 50 Elements (Elements 1-99)

Element Number	Data Element Name	Field Size	Description
1	Effective Date	6	Use the date the action takes effect. If correcting a previous action, use the effective date of the previous action. Promotion actions and other change actions affecting salary must be set for the beginning of a pay period.
2	Sequence Number	4	PDC generated. It shows the processing sequence of the Form 50 actions.
3	Social Security number	9	Verify the accuracy of the employee's SSN prior to updating the Employee Master File.
4	Suffix Code	1	Code 1 identifies primary job. Codes 2, 3, 4, and 5 identify subsequent appointments.
5	Last Name	15	Last name may contain the following punctuation: Apostrophe (') Example: O'Day Hyphen (-) Example: Smith-Jones Last name may not contain a number, period, or comma. Last names with Jr., Sr., or III, IV, etc., should be written as: Doe Jr, Doe Sr, Doe III, Doe IV. Last names containing more than fifteen characters should be spelled out in full in the remarks section of the accession Form 50 or the Name Change Form 50.
6	First Name	1	First name may not contain punctuation marks. However, it may contain a space. Example: A Scott
7	Middle Name	1	Enter an alpha character. Never NMI for No Middle Initial; leave blank if no middle initial.
8	Date of Birth	6	Enter month, day, and year. Example: 01-10-50.
9	Veterans Preference	1	Allowable codes: 1--No Preference 2--5-point 3--10-point disability 4--10-point compensable, less than 30 percent 5--10-point other 6--10-point compensable, 30 percent or greater Note: Claims for veterans preference must be verified. Refer to EL-311, 240.
10	Prior CSRS	1	Y--Yes N--No Note: Y is entered if, at the time the individual is hired as career or converted to career, there is any prior civilian service creditable for retirement purposes. It does not matter whether a redeposit or a deposit may be necessary for this time. N is entered only when there is no prior creditable civilian service at all.

Exhibit 110c (p. 1), Form 50 Elements

Element Number	Data Element Name	Field Size	Description
11	TSP Eligibility	1	Allowable codes (see Exhibit 210b): I--Ineligible (must wait until second open season) E--Eligible without deductions Y--Eligible with deductions** R--Eligible next open season (rehire must wait one or two open seasons)* T--Deductions Terminated** *Payroll will convert the I to an R **PDC generated
12	Life Insurance	1	Allowable codes: A--Ineligible B--Waived C thru Z--see SF 2817 for coding
13	Retirement Code	1	Allowable codes (see Exhibit 210c): 1--Civil Service Retirement System (CSRS) 2--FICA 3*- CSRS 4--Reemployed Annuitant 5--CSRS Offset (CSRS/FICA) (DUAL) 6*- CSRS Offset (CSRS/FICA) (DUAL) 7--Reserved 8--Federal Employees Retirement System (FERS) 9*- FERS A--FERS with frozen CSRS service B*- FERS with frozen CSRS service *Postal Inspectors
14	Leave Computation Date	6	Compute, excluding any service which is not creditable for leave purposes, such as casual or temporary service with USPS or any other federal agency (see Exhibit 210d).
15	Entered on Duty Date	6	Enter date of original USPS appointment where there was no break in service. DO NOT change the EOD date when the employee reassigns from one installation to another or from one craft to another. DO NOT change the EOD date when the employee converts from a noncareer position into a career position. The EOD date does not have to match the Service Anniversary PP/YR.
16	Retirement Computation Date	6	Enter calculated retirement computation date from Form 144 (see Exhibit 210d).
17	Thrift Savings Plan Service Computation Date (TSP-SCD)	6	Enter month, day, and year (see Exhibit 210e).
18	Next Step Increase PP/YR	4	Enter the pay period and year the next step increase is due. Note: If an employee entered on duty after the first day of the pay period, use the next pay period as the starting point for the PP/YR computation (see Exhibit 210f).
19	Not to Exceed Code	1	Allowable codes: 1--90-day casual appointment 2--21-day Christmas casual appointment 3--Reserved 4--Temporary nonbargaining appointment not to exceed (NTE) one year.

Exhibit 110c (p. 2), Form 50 Elements

Element Number	Data Element Name	Field Size	Description
20	Not to Exceed PP/YR	4	Enter PP/YR in which the appointment expires (see Exhibit 210g). Do not advance to next PP.
21	Probation Expiration Code	1	Allowable codes: 0--No probation 1--90-day probation - bargaining employee 2--6-month probation - nonbargaining employee 3--90 days actually worked or 1 year, whichever comes first.
22	Probation Expiration	4	PP/YR in which probation period ends (see Exhibit 210h).
23	Employee Status Code	2	Allowable codes: CP--Continuation of Pay (COP): Use when an employee is separating from the Postal Service before COP is exhausted. Enter standard remark 564 which reads: "Continuation of Pay will cease on (date required)." This date must not exceed 45 days from the beginning date of COP. The "CP" alerts payroll staff that the employee will be compensated beyond the separation date. RC--Reinstated Compensation--OWCP (former employee): Use with NOA 161, Reemployment, when a former employee has partially recovered from a compensable injury/disability and is reemployed within medically defined work limitations. This code is used in a national system to identify and track the progress of the employee. RD--Reinstated Compensation--OWCP (Current employee): Use with NOA 292, Return to Duty, when an employee partially overcomes a compensable injury/disability and resumes reemployment. Code RD is used to identify and track the progress of the employee. UO--Union Official: Use with NOA 460, Leave Without Pay (LWOP), when an employee is serving full time as a union official. This code is used to alert PDC Payroll staff of the employee's status and may also be used in national reports.
24	Leave Category	1	Allowable codes: 0--Ineligible for Leave 4--4 hours per PP (0-3 years service) 6--6 hours per PP (3-15 years service) 8--8 hours per PP (15+ years service)
25	Leave Change PP/YR	4	Enter the PP/YR the leave category changes to a higher category. Add 3 or 15 years (whichever is applicable) to the leave computation date. Refer to PP chart (Exhibit 110f) and find date. If it does not fall on the first day of the PP, advance to next PP.
26	Leave Type	1	Allowable codes: 1--Advanced at beginning of leave year 2--Earn as you go 3--Ineligible for leave
27	Protected Salary-RSC	1	Enter Rate Schedule Code of Protected Salary (see Appendix A).

Exhibit 110c (p. 3), Form 50 Elements

Element Number	Data Element Name	Field Size	Description
28	Protected Salary-Grade and Step	4	Enter Grade/Step on which salary protection is based.
29	Protected Salary-PP/YR	4	Enter the PP/YR in which the protected status terminates. Protection would terminate on the first day of the designated pay period (see Appendix A).
30	Protected Salary-Hours	2	Enter protected rural carrier hours (NTE 40 hours).
31	Protected Salary-Miles	3	Enter the number of miles on which rural carrier's protected salary is based.
32	Saved/Protected Salary Code	1	P--Protected Rate (104 weeks) S--Saved Rate (Indefinite) *--Changes fields 27-32 to blank see Appendix A
33	Indebt USPS	1	PDC generated. Allowable codes: 0--Not indebted 1--Monies 2--Accountable property 3--Both of the above
34	Employment Type Code	1	Allowable codes: C--Christmas casual appointment E--Casual referred by state employment services office I--Summer Intern (Hdqrs use only) N--Noncompetitive appointment (use only with NOA 101). W--Rural Carrier Relief emergency hire
35	Gender	1	Allowable codes: M--Male F--Female
36	Minority Code	1	Allowable codes: A--American Indian or Alaskan Native B--Asian or Pacific Islander C--Black, not of Hispanic origin D--Hispanic E--White, not of Hispanic origin See Exhibit 210i.
37	Disability Code	2	See Exhibit 210j for allowable codes
38	Blank		
39	Service Anniversary PP/YR	4	See Exhibit 210k for instructions.
40	Frozen CSRS Service	6	Years, months, and days covered under CSRS prior to converting to FERS. Note: Make entry in element 40 only when a CSRS employee or an offset (dual) employee transfers to FERS with, at a minumum, 5 years of creditable civilian service.

Exhibit 110c (p. 4), Form 50 Elements

Element Number	Data Element Name	Field Size	Description
41	Creditable Military Service	4	Years and months of military service for which credit will be given at retirement. For a FERS employee, make an entry in element 41 only when the FERS employee has completed a deposit for post 1956 military service or has pre-1957 military service. For a CSRS or offset (dual) employee, this element will be completed in one of four cases: ◆ Employees first hired as career on or after 10-01-82--complete element 41 only if the employee has made a deposit for post 1956 military service. The element is not completed until the entire amount of the deposit, including any applicable interest, has been paid. ◆ Employee first hired as career before October 1, 1982--the total of post 1956 military service is entered without regard for any deposit. ◆ Employee is retired military--a deposit must be completed for this time before making an entry in element 41. The deposit must be completed regardless of when the employee's initial appointment began. ◆ Employee has pre-1957 military service.
42	Supervisory Code	1	PDC generated. Allowable codes: 1--Supervisory 2--Nonsupervisory
43	Educational Level	2	See Exhibit 210l for allowable codes.
44	Academic Discipline Year	2	Enter last two digits of the year in which the highest formal education was completed.
45	Academic Discipline	4	See Exhibit 210l for allowable codes.
46	Postal Life Code	1	Allowable codes: Y--Yes, employee wants to receive Postal Life magazine. N--No, employee does not wish to receive Postal Life magazine.
47	Retired Military	3	First digit = Type of Uniformed Service 1--Army 2--Navy 3--Air Force 4--Marine Corps 5--Coast Guard 6--National Oceanic and Atmospheric Admin 7--Public Health Second digit = Type of Retirement 1--Voluntary 2--Disability 3--Mandatory Third digit = Military Service Status 1--Retired Regular Officer 2--Retired Reserve Officer 3--Retired Enlisted Personnel See Exhibit 210m for additional information and instructions.

Exhibit 110c (p. 5), Form 50 Elements

Element Number	Data Element Name	Field Size	Description
48	COLA	4	PDC generated
49	Rural Carrier Hours	2	PDC generated
50	Rural Carrier Miles	3	PDC generated
51	Mailing Address-Street	28	Enter employee's current street address or PO Box Number.
52	Mailing Address-City	16	Enter city name.
53	Mailing Address-State	2	Enter state abbreviation code.
54	Mailing Address ZIP Code	9	Enter ZIP + 4.
55	Duty Station Name	20	PDC generated
56	Employing Office Finance Number	6	Enter employing office finance number.
57	Employing Office Name	25	PDC generated
58	Employing Office ZIP	9	PDC generated
59	Blank	2	
60	Pay Location	3	Enter pay location. If pay location is not used, enter 000.
61	Merit Lump Sum Amount	5	Enter amount only when lump sum payment is to be made with that Form 50 action.
62	Blank	10	
63	Duty Station Finance Number	6	Enter state and post office number of duty station.
64	Labor Distribution Code	2	Enter appropriate code. The LDC is used to compile workhour, labor utilization, and other financial reports for management use. Since this is financial data, consult Division Controller's office, local Finance office, or Handbook F-2 for proper code.
65	Designation/Activity Code	1	See Exhibit 210n for allowable codes.
66	Position Type	1	Allowable codes: 1--Full Time (Des. OX, 1X, 71, 72, 74) 2--Part-time Regular (Hourly Rate Regular) 3--Part-time Flexible and Auxiliary Rural Carrier (designation 77) 4--Casual 5--Temporary 6--Rural (Des. 73, 75, 78, 79)
67	Limited Tour Hours	2	Enter scheduled number of hours per week for part time regular (hourly rate regular) employees.
68	Rate Code	1	Allowable codes: H--Hourly A--Annual Rate P--96-Hour or Special Rate

Exhibit 110c (p. 6), Form 50 Elements

Element Number	Data Element Name	Field Size	Description
69	Uniform Allowance Code	1	Allowable codes (see Exhibit 210o): E--Rural Equipment Maintenance Allowance M--Used when changing Des/Act or Occ. Code N--Ineligible for Uniform Allowance R--Rental Allowance S--Lost Eligibility for Uniform Allowance U--Eligible for Uniform Allowance X--Form 1346 needed to establish Uniform Allowance
70	Organization Coverage	1	Leave blank - held for future use.
71	Red Circle		PDC generated - indicates if employee's salary is "red circled"
72	Rural Data--Route	3	Enter numeric three-digit route number. Example: 001. Route must be valid on Rural Route Master File.
73	Rural Data--L Route ID	1	PDC generated based on entry in element 72.
74	Rural Data--Pay Type	1	PDC generated based on entry in element 72. M--Miles H--6-day heavy route J--5-1/2-day heavy route K--5-day heavy route A--Auxiliary route S--Special route
75	Rural Data--Tri-Weekly Code	1	PDC generated based on entry in element 72. Indicates route is served three days a week. M--Monday/Wednesday/Friday service T--Tuesday/Thursday/Saturday service
76	Rural Data--FLSA	1	PDC generated based on entry in element 72. A--Des. 71 and des. 72 rural carriers did not agree to terminate the guarantee as required. Compensation under FLSA 7(a). Overtime paid in excess of 8 hours per day or 40 hours per week. B--Identifies compensation under FLSA 7(b)2. Overtime paid for hours worked in excess of 12 per day, 56 per week, or 2,080 per guarantee period. L--Des. 72 and des. 73 only. Compensation under FLSA 7(a) for heavy duty routes with less than 35 hours per service week, and rural carrier schedule nonheavy duty with fewer than 31 paid miles, where assigned carrier (des. 71) has Code N. N--Des. 71 regular rural carrier only. Compensation under FLSA 7(a) for heavy duty routes with less than 35 hour service per week, and for RCA nonheavy duty with fewer than 31 paid miles. P--Des. 77 auxiliary carriers and des. 78 auxiliary assistants. Overtime paid for hours worked in excess of 40.

Exhibit 110c (p. 7), Form 50 Elements

Element Number	Data Element Name	Field Size	Description
77	Rural Data--Rural Carrier Commitment	1	Enter appropriate code (Y for Yes, N for No) to indicate whether employee signed an agreement electing a higher classification. See Appendix B for more information.
78	Rural Data--Guaranteed Salary	5	PDC generated based on entry in element 72.
79	Nature of Action Code	3	Enter appropriate numerical code to indicate type of action (see Exhibit 110d).
80	Nature of Action	35	Enter description for 3-digit NOA Code entered in element 79 (see Exhibit 110d).
81	Authority	15	PDC generated
82	Merit Anniversary Date	4	Enter PP/YR of merit anniversary date.
83	Blank		
84	Standard Remark	3	See Exhibit 110e and 410b for allowable codes.
85	Standard Remark	3	See Exhibit 110e and 410b for allowable codes.
86	Standard Remark	3	See Exhibit 110e and 410b for allowable codes.
87	Unemployment Compensation Code	3	See NOA description in Chapter 4 or Exhibit 410c for allowable codes.
88	Remarks (Free Form)		(1) Enter any variable remarks relating to Standard Remarks or Unemployment Compensation Prefix; code variable with remark code digits. Example: 502: 11/12/87. (2) Prefix free form remarks on a worksheet with code 888. Example: 888: Corrects elements 14 and 16 which read 03-06-80 and 03-06-80. The 888 tells ELRIC to key the remark as a freeform remark. Note: The total number of words used to make up both the standard remarks and free form remarks must not exceed seven lines of 76 characters per line including spaces. Each standard remark (4XX or 5XX) will take up one or more lines, depending upon the size of the remarks.
89	Sequence Number	1	PDC generated
90	Nature of Action Code	3	PDC generated
91	Nature of Action	19	PDC generated
92	Effective Date	6	PDC generated
93	Occupation Code	8	Refer to Standard Position Description Manuals (P-1 for bargaining; P-4 for nonbargaining).
94	Occupation Code Title	25	Enter appropriate title. Refer to Standard Position Description Manuals (P-1 for bargaining; P-4 for nonbargaining).

Exhibit 110c (p. 8), Form 50 Elements

Element Number	Data Element Name	Field Size	Description
95	Rate Schedule Code	2	The rate schedule code represents the salary schedule used to pay the employee (see Exhibit 110g for allowable codes).
96	Grade/Step	4	Enter two-digit numerical grade and alpha/ numerical step, if appropriate. Examples: 05/B, 15/3, 00/06, 20/00
97	Salary	6	Enter basic salary. Examples: 10.15 or 100,000 or 9,500.
98	Social Security Number Correction Authorization and Date	9	Used only when correcting a Social Security number. Enter correct SSN. For processing copy, enter date worksheet prepared. Authorization element should contain signature of local authorized official.
99	OPF Finance Number	6	Enter finance number where OPF is maintained.

Exhibit 110c (p. 9), Form 50 Elements

Nature of Action Codes

Code	Nature of Personnel Action
001	Cancellation
002	Correction
008	Retirement Plan Correction
012	Change Minority Code
100	Career Appointment
101	Career Appointment (Noncomp.)
110	Temporary Appointment NTE
113	Temporary Appointment (Outside Reg.)
130	Transfer Career
140	Reinstatement Career
150	Reactivate
154	Reactivate Noncareer
160	Reemployment Military
161	Reemployment EO or OPM Regulation
170	Postmaster Relief/Leave Replacement
171	Rural Carrier Relief
190	RCA Appointment from Register
292	Return to Duty
300	Retirement--Mandatory
301	Retirement--Disability
302	Retirement--Other
310	Resignation--Charges Pending
313	Resignation--Military
317	Resignation-All Other
320	Separation Transfer
323	Separation Military
324	Separation Declined Relocation
325	Separation Declined Assignment
326	Separation Disability
328	Termination During Probation (for Preappointment Conditions)
329	Termination During Probation
346	Removal
350	Death
352	Termination (Noncareer)
354	Termination (Career)--Hqrs use
398	Cancellation of Accession
399	Separation Other--Hqrs use
460	LWOP (Exceeding 30 days)
462	Leave With Pay Pending Retirement
500	Conversion to Career (from Reg.)
501	Conversion to Career (Noncomp.)
580	Conversion to Regular Rural Carrier
702	Promotion
705	Change to Full Time
713	Change to Lower Level
716	Change to PTF
721	Reassignment
760	Extension of Temporary Appointment
770	Reappointment of Casual
780	Name Change

Exhibit 110d (p. 1), Nature of Action Codes

Code	Nature of Personnel Action
800	SSN Correction
803	Change in Retirement Plan
881	FEGLI Change
882	Change Service Dates
888	Step Deferment
890	Lump Sum Payment
892	Merit Increase
893	Step Increase
894	Pay Adjustment
896	Quality Step Increase
900	Detail Termination
901	Detail
902	Change Position Information
903	Uniform Allowance Certification or Disallowance
907	Change to Leave Earning Status
908	Change to Nonleave Earning Status
911	Change in Limited Tour Hours
912	Master File Review
924	Reassignment/CAO-Chg to Lower Level
925	Reassignment/CAO
926	Reassignment/CAO--Promotion
927	Reassignment PCES
928	Reassignment--Conversion to Career
959	Dual Job Accession
960	Termination of Dual Position
For PDC Use Only	
151	Reactivate/OPM 2806
904	Route Change
905	Route Change
955	Application for Disability Ret.
983	Change to Permanent CSRS/FICA
990	COLA Roll In
991	Optional COLA Roll In
995	Management Increase
996	Management COLA Increase
997	Contractual Increase
998	Craft COLA Increase

Exhibit 110d (p. 2), Nature of Action Codes

Standard Remark Codes
(Elements 84-86)

501	Saved grade established for indefinite period.
502	Correct Form 50 dated (date required).
504	Employee to be paid for all accumulated leave to which entitled under existing law.
505	Employee failed to accompany activity/accept new assignment.
506	Payment to be made for all accumulated annual leave to which estate of deceased employee is entitled.
507	Returns to substitute of record coincident to appointment of regular rural carrier.
508	To serve vacant route pending appointment of regular rural carrier.
509	Employee entitled to 104 weeks salary protection following the effective date shown hereon unless entitlement to protection ceases at an earlier date.
510	Action based on approved Form 1727, Incentive Award Authorization.
511	This action does not change due date for advancement to next higher step.
512	This action changes due date for advancement to next higher step.
513	The employee's daily assignment for the above position does not meet the eligible criteria for uniform allowance.
514	Rural carrier placed on approved leave without pay effective (date required).
515	Relief rural carrier has served continuously on the route since (date required).
516	Regular rural carrier returned to duty effective (date required).
517	Physical qualifications previously established. New medical certificate not required.
518	Services no longer required.
520	Action effected at employee's request.
521	SF-8 issued (date required).
522	Last day in pay status (date required).
523	90-day probation from effective date.
524	6-month probation from effective date.
525	Selected from Hiring Worksheet dated (dated required).
526	All payroll deductions in effect to remain in effect.
527	All excess supervisors have been considered for this vacancy.
528	Senior qualified applicant.
529	Copy of SPD furnished employee.
530	Selected in accordance with procedures for initial level supervisor positions.
531	Selected in accordance with regulations governing filling of nonbargaining unit positions.
532	Employee has performed higher level service continously since (date required).
533	Name change due to marriage.
535	Regular rural carrier has been on approved sick leave since (date required).
536	Regular rural carrier returned from extended sick leave (date required).
537	Employee entitled to retreat rights.
538	Saved rate established for indefinite period.
539	SF 1152 and SF 2823 are not on file.

Exhibit 110e (p. 1), Standard Remark Codes

540	SF 8, 2810, 2819, 2821 have been given to employee.
541	Totally disabled for useful and efficient service in position.
542	USPS reasons for employee's separation differs from employee's reason(s).
543	Reemployed to former position or equivalent in the same bargaining unit and craft.
544	Reemployed to a different position in the same bargaining craft.
545	Reemployed to a position in a different bargaining unit or craft, necessitated because of medical accommodation.
546	Reemployed to former or equivalent nonbargaining position.
547	Reemployed to a different nonbargaining position, necessitated because of medical accommodation.
548	The PDC will process any necessary salary and/or leave adjustment.
549	Reemployed from a bargaining position to a nonbargaining position.
550	Reemployed from a nonbargaining position to a bargaining position.
551	Employee is subject to 90-day qualifying period before earning leave.
552	Reassignment based on mutual exchange between two rural carriers of different post offices.
553	Dual position(s) terminated due to conversion to full time position.
554	The probationary period for RCR is 90 days actually worked or 1 year, whichever comes first.
555	Withhold all funds.
556	CSRS Redesignated Service--Employee eligible for refund. Contact Personnel.
557	Employee failed to report for duty.
558	Reemployed under FECA, 5 USC 8151 and OPM Regulations, 5 CFR 353.
559	NTE (date required).
560	Change to lower level due to relegation of office to CAG K.
561	Eligible to bid on regular rural carrier positions 1 year from effective date of this action.
562	Probation period for RCA is 90 days actually worked or 1 year, whichever comes first.
563	Qualified on appropriate entrance/inservice examination.
564	Continuation of Pay (COP) will cease on (date required).
565	This action is being cancelled to reestablish employee under the correct SSN.
566	This action is being cancelled to correct the employee's date of separation.
567	Service history sent to PDC.
568	Employee locked in for 365 days in accordance with National Agreement.
569	Passed casual Clerk/Carrier exam.
570	Credited with prior federal/military service.
571	Rural Carrier Associate has served continuously on route since (date required).
572	Service history will be corrected by PDC.

Exhibit 110e (p. 2), Standard Remark Codes

A/P	P/P	1983	1984	1985	1986	1987	1988
4	1	12/25-1/7	12/24-1/6	12/22-1/04	12/21-1/03	12/20-1/02	12/19-1/01
	2	1/8-1/21	1/7-1/20	1/05-1/18	1/04-1/17	1/03-1/16	1/02-1/15
5	3	1/22-2/4	1/21-2/3	1/19-2/01	1/18-1/31	1/17-1/30	1/16-1/29
	4	2/5-2/18	2/4-2/17	2/02-2/15	2/01-2/14	1/31-2/13	1/30-2/12
6	5	2/19-3/4	2/18-3/2	2/16-3/01	2/15-2/28	2/14-2/27	2/13-2/26
	6	3/5-3/18	3/3-3/16	3/02-3/15	3/01-3/14	2/28-3/13	2/27-3/11
7	7	3/19-4/1	3/17-3/30	3/16-3/29	3/15-3/28	3/14-3/27	3/12-3/25
	8	4/2-4/15	3/31-4/13	3/30-4/12	3/29-4/11	3/28-4/10	3/26-4/08
8	9	4/16-4/29	4/14-4/27	4/13-4/26	4/12-4/25	4/11-4/24	4/09-4/22
	10	4/30-5/13	4/28-5/11	4/27-5/10	4/26-5/09	4/25-5/08	4/23-5/06
9	11	5/14-5/27	5/12-5/25	5/11-5/24	5/10-5/23	5/09-5/22	5/07-5/20
	12	5/28-6/10	5/26-6/8	5/25-6/07	5/24-6/06	5/23-6/05	5/21-6/03
10	13	6/11-6/24	6/9-6/22	6/08-6/21	6/07-6/20	6/06-6/19	6/04-6/17
	14	6/25-7/8	6/23-7/6	6/22-7/05	6/21-7/04	6/20-7/03	6/18-7/01
11	15	7/9-7/22	7/7-7/20	7/06-7/19	7/05-7/18	7/04-7/17	7/02-7/15
	16	7/23-8/5	7/21-8/3	7/20-8/02	7/19-8/01	7/18-7/31	7/16-7/29
12	17	8/6-8/19	8/4-8/17	8/03-8/16	8/02-8/15	8/01-8/14	7/30-8/12
	18	8/20-9/2	8/18-8/31	8/17-8/30	8/16-8/29	8/15-8/28	8/13-8/26
13	19	9/3-9/16	9/1-9/14	8/31-9/13	8/30-9/12	8/29-9/11	8/27-9/09
	20	9/17-9/30	9/15-9/28	9/14-9/27	9/13-9/26	9/12-9/25	9/10-9/23
1	21	10/1-10/14	9/29-10/12	9/28-10/11	9/27-10/10	9/26-10/09	9/24-10/07
	22	10/15-10/28	10/13-10/26	10/12-10/25	10/11-10/24	10/10-10/23	10/08-10/21
2	23	10/29-11/11	10/27-11/9	10/26-11/08	10/25-11/07	10/24-11/06	10/22-11/04
	24	11/12-11/25	11/10-11/23	11/09-11/22	11/08-11/21	11/07-11/20	11/05-11/18
3	25	11/26-12/9	11/24-12/7	11/23-12/06	11/22-12/05	11/21-12/04	11/19-12/02
	26	12/10-12/23	12/8-12/21	12/07-12/20	12/06-12/19	12/05-12/18	12/03-12/16
	27						

Exhibit 110f (p. 1), Pay Period Dates Chart

P/P	1989	1990	1991	1992	1993
1	12/17-12/30	12/16-12/29	12/15-12/28	12/14-12/27	12/26-1/08
2	12/31-1/13	12/30-1/12	12/29-1/11	12/28-1/10	1/09-1/22
3	1/14-1/27	1/13-1/26	1/12-1/25	1/11-1/24	1/23-2/05
4	1/28-2/10	1/27-2/09	1/26-2/08	1/25-2/07	2/06-2/19
5	2/11-2/24	2/10-2/23	2/09-2/22	2/08-2/21	2/20-3/05
6	2/25-3/10	2/24-3/09	2/23-3/08	2/22-3/06	3/06-3/19
7	3/11-3/23	3/10-3/23	3/09-3/22	3/07-3/20	3/20-4/02
8	3/25-4/07	3/24-4/06	3/23-4/05	3/21-4/03	4/03-4/16
9	4/08-4/21	4/07-4/20	4/06-4/19	4/04-4/17	4/17-4/30
10	4/22-5/05	4/21-5/04	4/20-5/03	4/18-5/01	5/01-5/14
11	5/06-5/19	5/05-5/18	5/04-5/17	5/02-5/15	5/15-5/28
12	5/20-6/02	5/19-6/01	5/18-5/31	5/16-5/29	5/29-6/11
13	6/03-6/16	6/02-6/15	6/01-6/14	5/30-6/12	6/12-6/25
14	6/17-6/30	6/16-6/29	6/15-6/28	6/13-6/26	6/26-7/09
15	7/01-7/14	6/30-7/13	6/29-7/12	6/27-7/10	7/10-7/23
16	7/15-7/28	7/14-7/27	7/13-7/26	7/11-7/26	7/24-8/06
17	7/29-8/11	7/28-8/10	7/27-8/09	7/25-8/07	8/07-8/20
18	8/12-8/25	8/11-8/24	8/10-8/23	8/08-8/21	8/21-9/03
19	8/26-9/08	8/25-9/07	8/24-9/06	8/22-9/04	9/04-9/17
20	9/09-9/22	9/08-9/21	9/07-9/20	9/05-9/18	9/18-10/01
21	9/23-10/06	9/22-10/05	9/21-10/04	9/19-10/02	10/02-10/15
22	10/07-10/20	10/06-10/19	10/05-10/18	10/03-10/16	10/16-10/29
23	10/21-11/03	10/20-11/02	10/19-11/01	10/17-10/30	10/30-11/12
24	11/04-11/17	11/03-11/16	11/02-11/15	10/31-11/13	11/13-11/26
25	11/18-12/01	11/17-11/30	11/16-11/29	11/14-11/27	11/27-12/10
26	12/02-12/15	12/01-12/14	11/30-12/13	11/28-12/11	12/11-12/24
27				12/12-12/25	

Exhibit 110f (p. 2), Pay Period Dates Chart

P/P	1994	1995	1996	1997	1998
1	12/25-01/07	12/24-01/05	12/23-01/06	12/21-01/03	12/20-01/02
2	01/08-01/21	01/07-01/20	01/06-01/19	01/04-01/17	01/03-01/16
3	01/22-02/04	01/21-02/03	01/20-02/02	01/18-01/31	01/17-01/30
4	02/05-02/18	02/04-02/17	02/03-02/16	02/01-02/14	01/31-02/13
5	02/19-03/04	02/18-03/03	02/17-03/01	02/15-02/28	02/14-02/27
6	03/05-03/18	03/04-03/17	03/02-03/15	03/01-03/14	02/28-03/13
7	03/19-04/01	03/18-03/31	03/16-03/29	03/15-03/28	03/14-03/27
8	04/02-04/15	04/01-04/14	03/30-04/12	03/29-04/11	03/28-04/10
9	04/16-04/29	04/15-04/28	04/13-04/26	04/12-04/25	04/11-04/24
10	04/30-05/13	04/29-05/12	04/27-05/10	04/26-05/09	04/25-05/08
11	05/14-05/27	05/13-05/26	05/11-05/24	05/10-05/23	05/09-05/22
12	05/28-06/10	05/27-06/09	05/25-06/07	05/24-06/06	05/23-06/05
13	06/11-06/24	06/10-06/23	06/08-06/21	06/07-06/20	06/06-06/19
14	06/25-07/08	06/24-07/07	06/22-07/05	06/21-07/04	06/20-07/03
15	07/09-07/22	07/08-07/21	07/06-07/19	07/05-07/18	07/04-07/17
16	07/23-08/05	07/22-08/04	07/20-08/02	07/19-08/01	07/18-07/31
17	08/06-08/19	08/05-08/18	08/03-08/16	08/02-08/15	08/01-08/14
18	08/20-09/02	08/19-09/01	08/17-08/30	08/16-08/29	08/15-08/28
19	09/03-09/16	09/02-09/15	08/31-09/13	08/30-09/12	08/29-09/11
20	09/17-09/30	09/16-09/29	09/14-09/27	09/13-09/26	09/12-09/25
21	10/01-10/14	09/30-10/13	09/28-10/11	09/27-10/10	09/26-10/09
22	10/15-10/28	10/14-10/27	10/12-10/25	10/11-10/24	10/10-10/23
23	10/29-11/11	10/28-11/10	10/26-11/08	10/25-11/07	10/24-11/06
24	11/12-11/25	11/11-11/24	11/09-11/22	11/08-11/21	11/07-11/20
25	11/26-12/09	11/25-12/08	11/23-12/06	11/22-12/05	11/21-12/04
26	12/10-12/23	12/09-12/22	12/07-12/20	12/06-12/19	12/05-12/18
27					

Exhibit 110f (p. 3), Pay Period Dates Chart

P/P	1999	2000	2001
1	12/19-01/01	12/18-12/31	12/17-12/30
2	01/02-01/15	01/01-01/14	12/31-01/13
3	01/16-01/29	01/15-01/28	01/14-01/27
4	01/30-02/12	01/29-02/11	01/28-02/10
5	02/13-02/26	02/12-02/25	02/11-02/24
6	02/27-03/12	02/26-03/11	02/25-03/10
7	03/13-03/26	03/12-03/25	03/11-03/24
8	03/27-04/09	03/26-04/08	03/25-04/07
9	04/10-04/23	04/09-04/22	04/08-04/21
10	04/24-05/07	04/23-05/06	04/22-05/05
11	05/08-05/21	05/07-05/20	05/06-05/19
12	05/22-06/04	05/21-06/03	05/20-06/02
13	06/05-06/18	06/04-06/17	06/03-06/16
14	06/19-07/02	06/18-07/01	06/17-06/30
15	07/03-07/16	07/02-07/15	07/01-07/14
16	07/17-07/30	07/16-07/29	07/15-07/28
17	07/31-08/13	07/30-08/12	07/29-08/11
18	08/14-08/27	08/13-08/26	08/12-08/25
19	08/28-09/10	08/27-09/09	08/26-09/08
20	09/11-09/24	09/10-09/23	09/09-09/22
21	09/25-10/08	09/24-10/07	09/23-10/06
22	10/09-10/22	10/08-10/21	10/07-10/20
23	10/23-11/05	10/22-11/04	10/21-11/03
24	11/06-11/19	11/05-11/18	11/04-11/17
25	11/20-12/03	11/19-12/02	11/18-12/01
26	12/04-12/17	12/03-12/16	12/02-12/15
27			

Exhibit 110f (p. 4), Pay Period Dates Chart

Rate Schedule Codes (Element 95)

Code	Employees Covered
A	Mail Transportation Equipment Centers & Area Supply Centers schedule
B	Rural Auxiliary, Relief, Associate Employees schedule (designations 75, 77 and 78)
C	Mail Equipment Shops, Washington, DC and Materiel Distribution Centers schedule
E	EAS (Executive & Administrative Schedule)
F	EAS Postmaster schedule, grades A thru E
G	Postal Nurses schedule
J	Structured Management Development schedule
K	Headquarters Operating Services Division/Rockville Support Services Branch schedule
L	Postmaster Reliefs/Leave Replacement schedule
M	Mail Handlers schedule
N	Postal Data Centers (PDC) employees schedule
P	Postal Service (PS) schedule
R	Rural Carrier schedule
S	Postal Career Executive Service (PCES) schedule
T	Tool & Die Shop schedule
U	Attorney Pay schedule
Y	Postal Police Officers schedule

Exhibit 110g (p. 1), Rate Schedule Codes

Special Salary Codes (Element 95)

Special salary codes allow exceptions to a salary schedule, change of a rate schedule code (RSC), exception to the assigned level of a position, and permit extension of PCES (I or II) benefits to an employee normally not entitled. Special salary codes are used on accession and change actions, and should appear on Form 50 as a suffix to the rate schedule code (e.g., the entry in element 95 would be "EA" for an EAS employee with saved grade). See Appendix A for more information on special salary.

A	Saved Grade	This code allows an exception to the assigned level and salary of a position. The exception permits a higher level and salary to be assigned to a position.
G	Guaranteed Salary	This code indicates a pay exception for regular rural carriers covered under section 7(b)(2) of the Fair Labor Standards Act. Coverage is set forth at the beginning of the guarantee period and continues for 52 consecutive weeks. When the results of a route adjustment reduce the route's compensation below the guarantee set forth at the beginning of the guarantee period, the assigned carrier will be compensated at the guaranteed annual wage until the end of the guarantee period.
L	Below Minimum	This code is used for nonbargaining employees only. The code allows the salary to be set below the minimum for the grade. The code is used only for (1) a newly hired nonbargaining employee (refer to ELM 412.1(b)) or (2) a PCES employee.
R	Reemployed Annuitant	This code is used for an employee whose annuity under the Civil Service Retirement System is continued after reemployment and salary has been reduced by the amount of annuity from OPM (see ELM 323.33). (Note: An employee is also considered a reemployed annuitant if the employee is 1) reemployed to work part- time and 2) continues to receive payments from the Office of Workers Compensation Programs (OWCP) and 3) applied for and was approved for disability retirement but chose to waive the disability annuity. Such an employee is placed in Retirement code 4, but salary is not offset (the offset does not apply because annuity is from the OWCP, not the Office of Personnel Management).
Z	Special Protection	Used only at Headquarters' direction to indicate protection of a rural carrier's salary for 104 weeks at whichever is lesser of (1) the 40 evaluated hour basic rate or (2) the new basic salary plus 25 percent (of new basic salary)

Exhibit 110g (p. 2), Special Salary Codes

The following codes are used to extend Postal Career Executive Schedule (PCES) benefits or exceptions to the PCES salary schedule. The use of the codes should be initiated by the Regional PCES Coordinator, or in the case of "C" by the Postal Rate Commission.

C	PCES I benefits extended to RSC E (used only by Postal Rate Commission)
P	PCES II insurance benefits extended to PCES I.
V	PCES employee assigned to EAS position and maintain PCES status
Y	Combination of Codes P & V.

Exhibit 110g (p. 3), Special Salary Codes

Permanent Documents

The following forms are considered permanent documents and should be filed on the right side of the Official Personnel Folder:

Forms	Title	Notes
TSP 1	Thrift Savings Plan Election Form	
TSP 3	Designation of Beneficiary--Thrift Savings Plan	
CA 1	Federal Employee's Notice of Traumatic Injury & Claim for Continuation of Pay/Compensation	Only if not submitted to OWCP, for compensation. If compensation is claimed, these forms go to the Injury Compensation Control Officer (see ELM 314.4).
CA 2	Federal Employee's Notice of Compensational Disease & Claim for Compensation	Handle same as CA-1
W-4 PS-4 W-15	Income Tax Withholding or Exemption Certificates (Federal, State, Local)	IRS regulations require that the most current withholding exemption certificates be kept on file until superceded by a later change. The superceded (old) certificate must then be retained for 4 years from the date the current form was filed. Tax certificates may be purged from OPFs only in accordance with this rule.
I-9	Employment Eligibility Verification	
SF-15	Claim for 10-Point Veteran Preference	
TSP 19	Transfer of Thrift Savings Plan Information Between Agencies	Use to transfer TSP withholdings to USPS payroll system.
BRI 46-36A	Memo to NPRC Requesting Verification of Previous Service	
BRI 46-48	Disability Retirement Application Approval	
Form 50	Notification of Personnel Action	The Form 50 (Nov. 1977 and later editions) OPF copy, is placed on the right side of the OPF.
SF 57 & 60	Application for Government Employment	Also file supporting documents resulting in Form 50.
Form 61	Appointment Affidavit	
Form 62	Appointment Affidavit	
SF 78	CSC Certificate of Medical Examination	File page 2 only (page 1 goes to employee's medical folder.)
Form 85	Nonsensitive Security Clearance	The signed carbon copy is placed in the OPF when submitted. It is replaced when the original is returned with notation indicating that investigative requirements have been met.
SF 85A	National Agency Check--Data for Nonsensitive or Noncritical-Sensitive Position.	Handle the same as Form 85.

Exhibit 110h (p. 1), Permanent Documents

Forms	Title	Notes
SF 86	Security Investigation Data for Sensitive Position.	Handle the same as Form 85.
CA 102A	Official Superior's Notice of Compensation Payment	
SF 144/ Form 144	Statement of Prior Federal Civilian & Military Service	Do not retain or file copies of an employee's military DD-214, *Report of Separation from Active Duty*, or similar document; create a Form 144 in its place. Return DD-214 to the employee.
SF 171	Application for Federal Employment	
SF 178	Specific Travel Order--Relocation	
Form 222	Statement for Postmasters and OICs	
Form 337	Clearance Record for Separated Employee	
OPM 813 & CSC 813	Verification of Military Retiree's Service in Nonwartime Campaigns and Expeditions	
Form 1152	Designation of Beneficiary--Unpaid Compensation of Deceased Civilian Employee	When changed or updated by the employee, the SF 1152 being replaced is removed from the OPF and either returned to the employee or destroyed.
SF 1187	Union Dues Authorization	All forms current and previous are retained
SF 1188	Union Dues Revokation	Attach to corresponding SF 1187 and retain both as permanent documents.
Form 1303	Salary Change Notice	
Form 1590	Supplies and Equipment Receipt	
Form 1727	Award Recommendation/Authorization	
Form 1782	Training Request, Authorization and Record	
Form 2066	Updated Personnel Security Questionnaire	
Form 2181A	Authorization and Release for Pre-Employment Screening	
Form 2246	Terminal Leave Worksheet	This is provided by PDC. The form should be filed in the OPF before transferring it to the NPRC upon separation of an employee. Form 2246 should be submitted to the PDC when an employee is reinstated or reappointed.
Form 2485	Certificate of Medical Examination	Part 1 only (Oct 1979 and later editions), or pages 1 and 3 only of all previous editions. Other pages of the Form 2485 are all considered to be restricted medical records and must always be filed at the medical facility. No copies may be maintained by the installation.
Form 2548	Individual Training Record	
Form 2577	Estimate of Potential	When supporting a Form 50

Exhibit 110h (p. 2), Permanent Documents

Forms	Title	Notes
Form 2591	Application for Employment	When supporting a Form 50
Form 2591A	Applicant's Statement of Selective Service Registration Status	
Form 2808	Designation of Beneficiary--CSRS	
SF 2809	Health Benefits Registration Form	All forms current and previous are retained for retirement records.
SF 2810	Notice of Change in Health Benefits Enrollment	All forms current and previous are retained for retirement records.
SF 2815	Employee Service Statement	From other agency with service time
SF 2817	Life Insurance Election (FEGLI)	This form replaced SF 176, *Election Declination, or Waiver of Life Insurance Coverage.*Retain prior and current copies in the OPF.
SF 2821	Agency Certification of Insurance Status	This form replaces SF 56.
SF 2822	Request for Insurance	This form replaced SF 51.
SF 2823	Designation of Beneficiary--FEGLI	This form replaces SF 54. When changed or updated by the employee, the SF 2823 being replaced is removed from the OPF and offered to the employee or destroyed.
SF 3102	Designation of Beneficiary--FERS	
Form 4003	Official Rural Route Description	
Form 6100A	OPF Disclosure Accounting Form	
	Evidence of Date of Birth	
	Records and documents provided by the National Personnel Records Center.	
	Verification of selection from USPS or CSC/OPM register of eligibles. No alphabetical or numerical register card is authorized to be in the OPF. Exception: the Form 5912-A, *Alphabetical Register Card* (eligible rating only) issued as the result of an inservice examination is considered a permanent record and must be filed on the right side of the OPF. This includes POD Form 2465 and Forms 2465 A-C. See EL-311, 535.2 for the distribution of Forms 2465 A-C. All previous POD Forms 2465 (prior to the PASS Profile Assessment System) may be returned to the employee. NOTE: Verification of selection is indicated by a free form remark entered in element 88 of the Form 50 processing copy, identifying the appointment worksheet.	
	Any form or document previously filed as a permanent record in the OPF by another federal agency or any form or document pertaining to an employee's previous federal service is generally considered to be a permanent type of record. See 131.3 for precautions.	
	Accounting records of disclosures of OPF records or information to requestors outside the employing agency, including any employee authorization to disclose (includes Form 6100-A).	
	Election to continue to pay the full cost of life insurance coverage, health benefits plan enrollment, or retirement credit while on approved LWOP to serve in an employee organization.	
	Court orders affecting employee's status or pay (this does not include garnishment records which should be maintained in a separate file).	
	Official letters of commendation or appreciation.	

Exhibit 110h (p. 3), Permanent Documents

Forms	Title	Notes
	Honorary awards or citations (relating to Postal or government service).	
	Permanent light duty assignments, i.e., letters requesting assignment.	
	Records of completed training.	
	QSI, incentive awards, or special achievement awards.	
	Suggestion awards.	
	Court-ordered transcript in cases of separation for legal incompetence.	
	Death Notice and related papers, i.e., copy of Certificate of Death; Form FE-6, *Claim for Death Benefits*; SF 2800, *Application for Death Benefits*; and SF 1153, *Claim for Unpaid Compensation of Deceased Civilian Employee*.	
	Resignation from the Postal Service or supervisor's notice, if oral resignation.	
	Retirement-related official correspondence.	
	Correspondence from the employee requesting reassignment or change to a lower level if it supports a Form 50. Correspondence should be filed directly behind the Form 50.	
	All applications for employment which support a Form 50.	
	COLA Roll-In Statement	
	Statement of Disagreement with denial of Privacy Act request to amend OPF record. Employee's statement (and management's rebuttal statement, if any) is filed in the OPF under the subject record with a retention period the same as the record.	
	Memo waiving physical requirements when making appointment (see EL-311, 326.2).	
	Mass transfer lists. (If a document is filed in an employee's OPF listing the names and Social Security numbers of other employees, the document must be altered to eliminate the SSNs).	

Exhibit 110h (p. 4), Permanent Documents

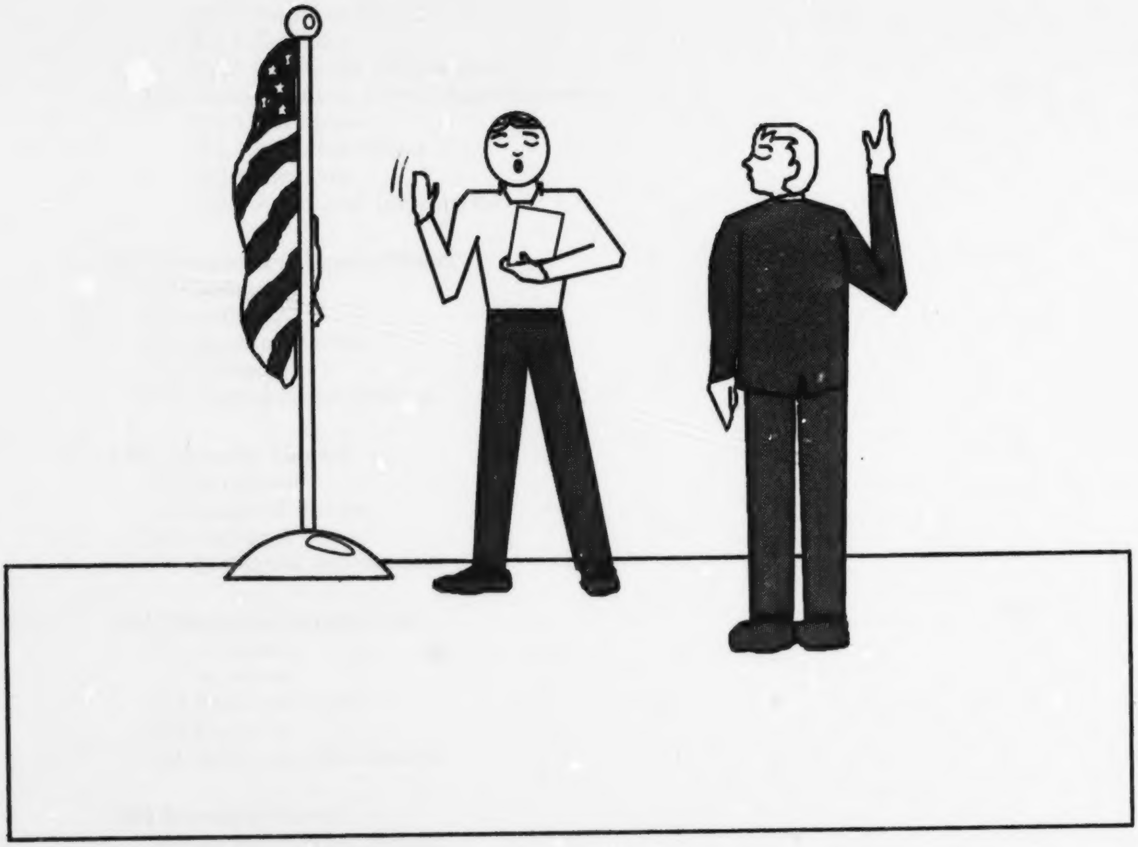
Temporary Documents

The following forms are considered temporary documents and should be filed on the left side of the Official Personnel Folder:

Forms	Title	Notes
SF 52	Request for Personnel Action	
Form 1322	Performance of Higher Level Duty	
Form 1723	Assignment Order	A high volume of Forms 1723 may require retention in a separate file. Filing in pay period order is recommended to save time and for easier disposal of forms upon expiration of the retention period.
Form 1750	Employee Probationary Period Evaluation Report	
Form 2030	Postal Examiner Report of Installation	
Form 2444	Agreement to Remain in Postal Service (or other Continued Service Agreements)	
Form 2803	Application to Make Deposit or Redeposit	Keep only a copy of the most current form.
Form 3074	Request for Waiver of Claim for Erroneous Payment of Pay	
Form 3989	Examination Statement	
	Correspondence relating to assignments and inquiries from or about an employee.	
	Customer letters of commendation.	
	Military orders (copies of)--periods of actual duty while on military leave.	
	Forms or letters evaluating performance in detail assignments.	
	Correspondence subsequent to approval or denial of request for leave, including advance sick leave and LWOP.	
	Correspondence concerning arrangements for return from leave or assignments.	
	Disapproved application for reassignment or change to lower level.	
	Letters to an employee placing him or her on restricted sick leave use.	
	At employee's request, a reasonable number of records which reflect recent work history or performance. This includes Form 991, *Application for Promotion or Assignment*, Form 2577, *Assignment of Claim to the USPS*, and Form 2591, *Application for Employment*.	
	Letters of Warning up to 2 years or longer if additional or more recent disciplinary action has been taken.	
	IRS correspondence regarding changes.	

Exhibit 110i, Temporary OPF Documents

Chapter 2
Accessions



Chapter 2--Accession Contents

	NOA
210 General	
211 Definition	
212 Social Security	
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292 Element
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Chapter 2
Accessions

210 General

211 Definition

An accession is any personnel action which adds an employee to the rolls of the Postal Service. Movement of an employee between installations is not an accession. Policies on accessions and preappointment suitability procedures are contained in ELM Chapter 3 and EL-311, Chapter 3, respectively. (Handbook EL-311 was formerly chapters 1-5 of Handbook P-11.)

212 Social Security

See ELM 570 for instructions relating to Social Security coverage for employees covered by that Act. Social Security numbers are included on each Form 50, regardless of whether the employee is covered under the Social Security, Civil Service Retirement or Federal Employees Retirement Systems.

213 Code of Ethical Conduct

All new employees are advised of the conduct expected of them in the performance of their duties and in general (see ELM 660).

214 Employment Forms

See Exhibit 210a for employment-related forms, preparation instructions and use. Each accession NOA refers to specific forms required for processing the personnel action.

215 Salary Rules

See ELM 420 for information on pay administration for bargaining-unit employees and 410 for nonbargaining employees.

216 Concurrent Employment

See ELM 323 for policy on postal employees who also hold (a) another position with the USPS; (b) an appointment in another federal agency; (c) a position in private industry; or (d) a state or local office.

217 Employment of Retired Members of Uniformed Services

See ELM 323.88 for policy and reporting requirements for retired military personnel.

218 Reemployment of Retired Annuitants

See ELM 323.33 for policy and authorization required for reemployment of annuitants.

220 Career Appointment (NOA Code 100, 101)

221 Career Appointment (NOA 100)

221.1 Definition. Career appointments are those made to an authorized career position, without time limitation, requiring the completion of a probationary period. Included in this category are *bargaining or nonbargaining:*

- *a.* Full time employees
- *b.* Part time regular employees

c. Part time flexible employees Excluded are casual and temporary employees, substitute rural carriers, auxiliary rural carriers, rural carrier reliefs (RCRs), and rural carrier associates (RCAs).

221.2 Authority. 39 U.S.C. 1001.

221.3 Required Forms. All appointment, security, payroll, and insurance forms listed in Exhibit 210a are required. Drivers' Forms may be required.

221.4 Elements. Complete the following elements on Form 50-B, *Request for Personnel Action* (see sample worksheet, Exhibit 221):

a. Mandatory Elements: 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 21, 22, 24, 25, 26, 35, 36, 37, 39, 43, 46, 51, 52, 53, 54, 56, 60, 63, 64, 65, 66, 68, 79, 93, 95, 96, 97, 99.

b. Optional Elements: 7, 34, 40, 41, 44, 45, 47, 67, 69, 95.

c. Optional Standard Remark Codes: 513, 517, 523, 524, 525, 527, 529, 531, 548, 570.

221.5 Additional Information

a. Do not prepare a Form 50-A from a previous period of employment for an accession action. Prepare 50-B.

b. Verify prior federal and military service before appointment, whenever possible. If the appointee is transferring from another federal agency, verify the prior service on SF 75, *Request for Preliminary Employment Data,* by letter or telephone. If unable to verify the prior service immediately when Form 50-B (worksheet) is prepared, indicate date of employment in elements 14 and 16. When verification of service is received, process a subsequent action with NOA Code 882, Change Service Dates (see 342 and Exhibit 210d).

c. Accession actions cannot be processed without a 9-digit zip code; complete elements 51-54.

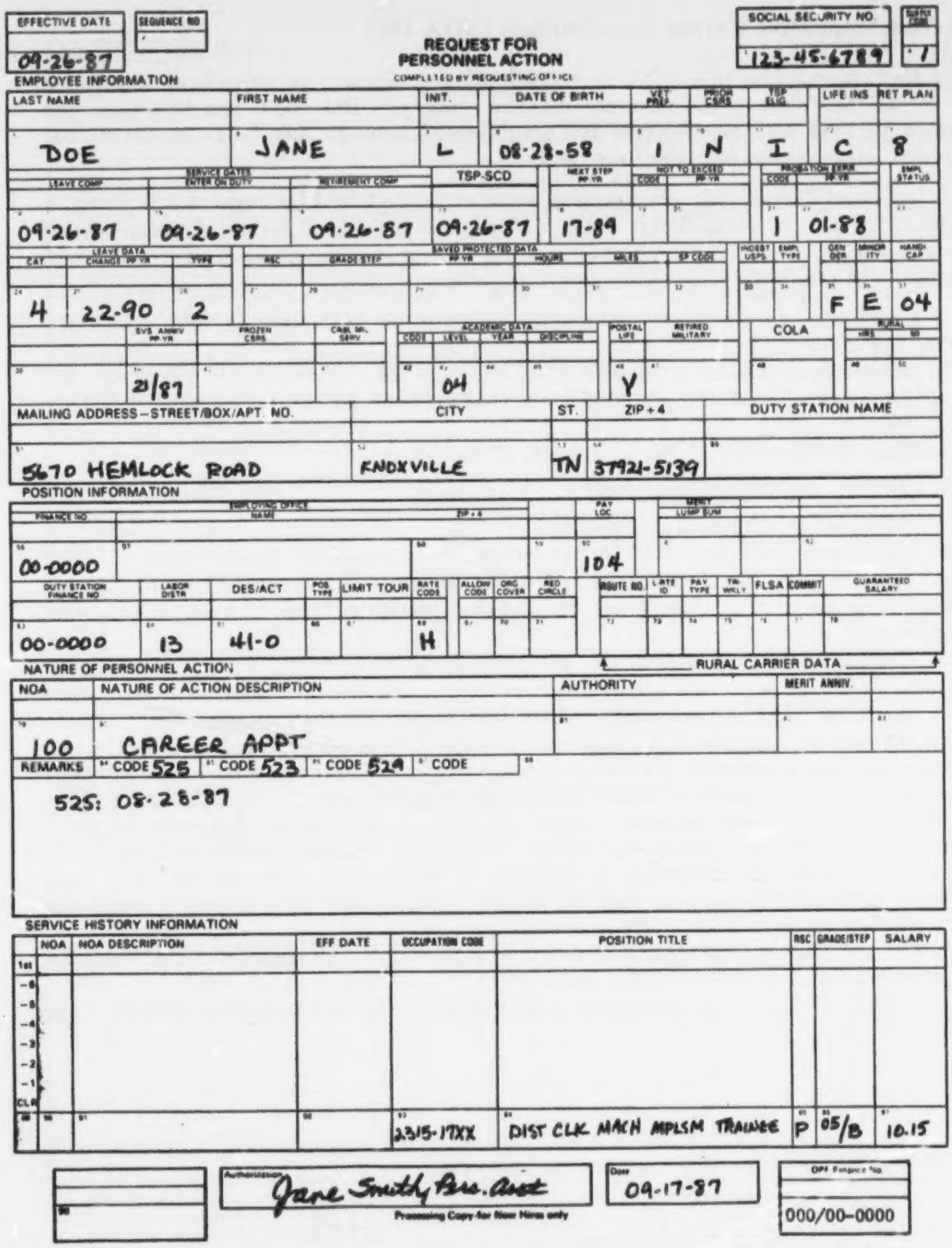
d. See ELM 323.2 for additional information about career accessions.

e. When an individual is selected, the appointing official makes an offer of appointment which includes (1) full particulars regarding the position, including title, duties, level, salary, location of employment, and nature of appointment; (2) instructions for submitting any forms required before entrance on duty concerning veterans preference, selective service registration status, citizenship, medical examination, etc.; and (3) any conditions the appointee is required to fulfill after entrance on duty, e.g., serving a probationary period, passing scheme examination, satisfactorily completing driver training test and written test as appropriate, etc.

f. Certain positions are restricted to preference-eligible veterans under the Veterans Preference Act of 1944 (see EL-311, 262).

g. Use NOA 100 for regular rural carrier appointments directly from a register (as opposed to conversion from a substitute rural carrier, rural carrier relief or rural carrier associate. To convert a relief carrier to regular, use NOA Code 580. See 322.3). Elements 72 and 77 must be entered for a Rural Carrier accession. See Appendix B for more information on rural carrier actions.

h. See ELM 323.8 on employment of Retired Members of Uniformed Services. Also see Exhibit 210m.



EFFECTIVE DATE	SEQUENCE NO		SOCIAL SECURITY NO.	SUFFIX CODE
09-26-87		REQUEST FOR PERSONNEL ACTION COMPLETED BY REQUESTING OFFICE	123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG	LIFE INS	RET PLAN
DOE	JANE	L	08-28-58	1	N	I	C	8

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
09-26-87	09-26-87	09-26-87	09-26-87	17-89			1	01-88	

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE STEP	PP-YR	HOURS	RATES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
4	22-90	2									F	E	04

	SVS ANNIV PP-YR	FROZEN CSRS	CRDL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
	21/87				04			Y				

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
5670 HEMLOCK ROAD	KNOXVILLE	TN	37921-5139	

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM		
00-0000				104			

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	LATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	13	41-0			H										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
100	CAREER APPT			

REMARKS CODE 525 CODE 523 CODE 529 CODE

525: 08-28-87

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CLR								
				2315-17XX	DIST CLK MACH MPLSM TRAINEE	P	05/B	10.15

Authorization Jane Smith Pers. Asst

Processing Copy for New Hires only

Date 09-17-87

OPF Finance No.

000/00-0000

PS Form 50-B, July 1985 (Exception to SF 50)

U.S. GOVERNMENT PRINTING OFFICE : 1986 O - 154-779

Exhibit 221, Form 50-B for Career Appointment

222 Noncompetitive Career Appointment (NOA 101)

222.1 Definition. Use this NOA to process the appointment of an individual selected for employment under the severely disabled program. **DO NOT use this code for disabled persons who are selected for employment through any other means or for recovered persons who are being reemployed.**

222.2 Required Forms. All appointment, security, payroll, and insurance forms listed in Exhibit 210a are required. Form 3666, *Certification for Postal Service Employment of Severely Disabled Individuals,* with certification criteria is additionally required. Drivers' forms may be required.

222.3 Elements. Complete the following elements on 50-B (see sample worksheet, Exhibit 222):

a. Mandatory Elements: 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 21, 22, 24, 25, 26, 34, 35, 36, 37, 39, 43, 46, 51, 52, 53, 54, 56, 60, 63, 64, 65, 66, 68, 79, 93, 95, 96, 97, 99.

b. Optional Elements: 7, 40, 41, 44, 45, 47, 67, 69.

c. Optional Standard Remark Codes: 513, 517, 523, 524, 529, 531, 548.

222.4 Additional Information

a. Element 34 must be coded "N" to indicate noncompetitive appointment.

b. Requirements for Department of Vocational Rehabilitation and Veterans Administration training and services must be met for participation in the noncompetitive hiring process.

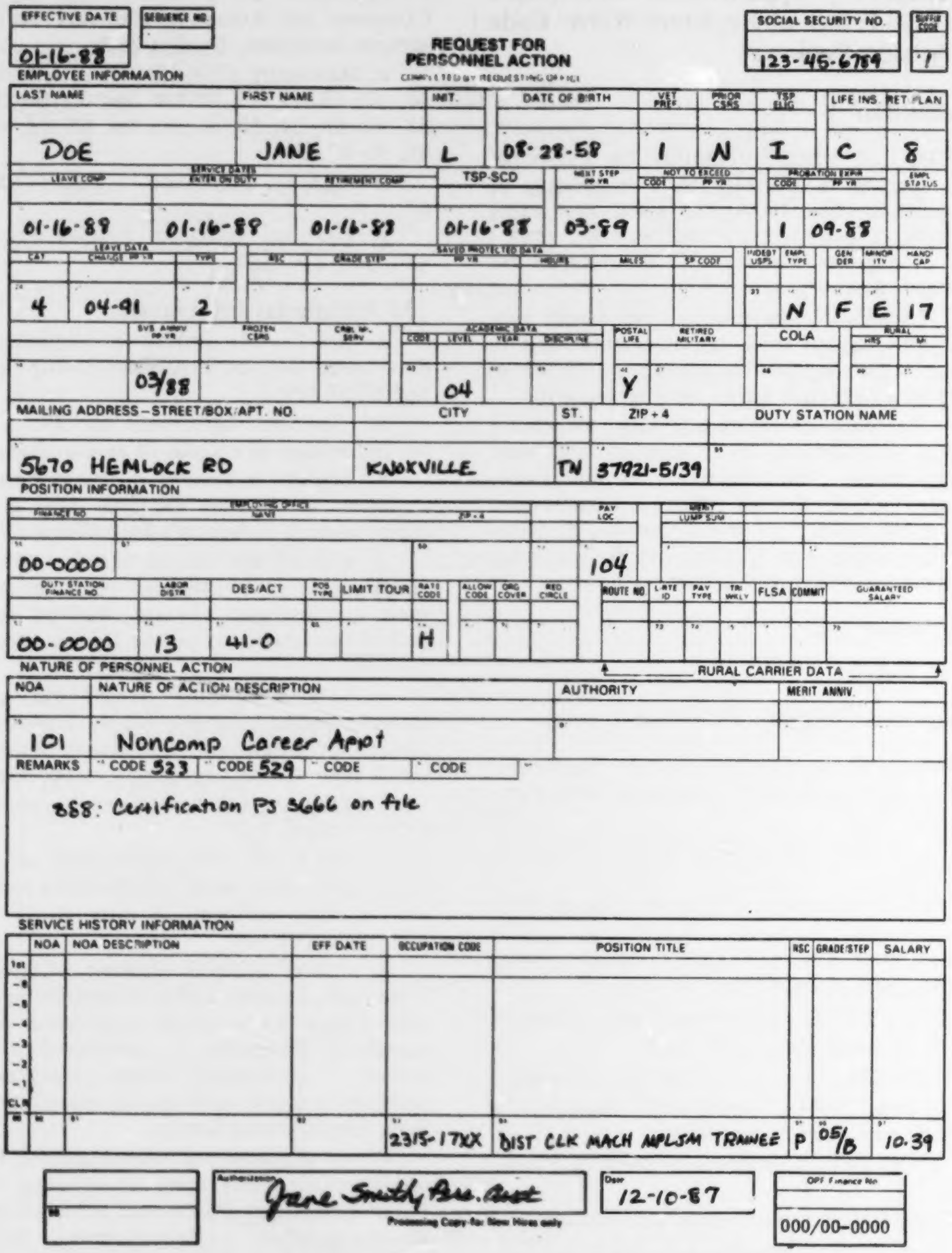
c. Accession actions cannot be processed without a 9-digit zip code; complete elements 51-54.

d. See ELM 323.2 for additional information about career accessions.

e. When an individual is selected, the appointing official makes an offer of appointment which includes (1) full particulars regarding the position, including title, duties, level, salary, location of employment, and nature of appointment; (2) instructions for submitting any forms required before entrance on duty concerning veterans preference, selective service registration status, citizenship, medical examination, etc.; and (3) any conditions the appointee is required to fulfill after entrance on duty, e.g., serving a probationary period, passing scheme examination, satisfactorily completing driver training test and written test as appropriate, etc.

f. Certain positions are restricted to preference-eligible veterans under the Veterans Preference Act of 1944 (see EL-311, 262).

g. See ELM 323.8 on employment of Retired Members of Uniformed Services. Also see Exhibit 210m.



EFFECTIVE DATE 01-16-88	SEQUENCE NO.	SOCIAL SECURITY NO. 123-45-6789	SUFFIX CODE 1

REQUEST FOR PERSONNEL ACTION

COMPLETED BY REQUESTING OFFICE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG	LIFE INS.	RET PLAN
DOE	JANE	L	08-28-58	1	N	I	C	8

SERVICE DATES LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	PP YR	PROBATION EXPIR CODE	PP YR	EMPL STATUS
01-16-89	01-16-88	01-16-88	01-16-88	03-89			1	09-88	

LEAVE DATA CAT	CHARGE PP YR	TYPE	SAVED PROTECTED DATA RSC	GRADE STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
4	04-91	2								N	F	E	17

	SVS ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	MI
	03/88				04			Y				

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
5670 HEMLOCK RD	KNOXVILLE	TN	37921-5139	

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM		
00-0000				104			

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	LATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	13	41-0			H										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
101	Noncomp Career Appt			

REMARKS CODE 523 CODE 529 CODE CODE

888: Certification PS 3666 on file

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR								
				2315-17XX	DIST CLK MACH MPLSM TRAINEE	P	05/B	10.39

Authorization Jane Smith Prs. Asst

Processing Copy for New Hires only

Date 12-10-87

OPF Finance No 000/00-0000

PS Form 50-B, July 1985 (Exception to SF 50)

U.S. GOVERNMENT PRINTING OFFICE : 1986 O - 154-779

Exhibit 222, Form 50-B for Noncompetitive Career Appointment

230 Temporary Appointment NTE (NOA Code 110--From a Register; NOA Code 113--Outside Register)

231 Definition

Use NOA 110 when appointing an individual from a register of eligibles to a temporary or casual position. Use NOA 113 when appointing temporaries or casuals from sources other than a register of eligibles. Casuals and temporaries are defined as follows:

a. Casuals--Nonbargaining, noncareer employees with limited term appointments used to supplement the regular bargaining workforce as set forth in a collective bargaining agreement.

b. Temporaries--Nonbargaining, noncareer employees with limited term appointments used to supplement the regular nonbargaining workforce. NOTE: Not all offices are authorized to hire temporaries. The Field Division Supervisor, Compensation and Staffing can be contacted for information about authorized staffing.

232 Authority

39 U.S.C. 1001.

233 Required Forms

The following forms must be processed as appropriate (see Exhibit 210a for details on form preparation and use):

a. OMB I-9, *Employment Eligibility Verification.*

b. SF-15, *Claim for 10-Point Veteran Preference.*

c. OF-346, *U.S. Government Motor Vehicle Operator's Identification Card.*

d. Form 2181A, *Authorization and Release.*

e. Form 2480, *Driving Record.*

f. Form 2591, *Application for Employment.*

g. Form 2591-A, *Applicant's Statement of Selective Service Registration Status.*

h. Form 2485, *Certificate of Medical Examination.*

i. Form 2488, *Authorization and Release.*

j. Form 2489, *Disability Code List.*

k. Form 4582, *Application for Permit and Operator's Record.*

l. Form 4583, *Physical Fitness Inquiry for Motor Vehicle Operators.*

m. W-4, *Employee's Withholding Exemption Certificate,*and applicable state and local tax forms.

234 Elements

Complete the following elements on 50-B (see sample worksheet, Exhibit 230):

a. Mandatory Elements: 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 19, 20, 24, 26, 35, 36, 37, 43, 46, 51, 52, 53, 54, 56, 60, 63, 64, 65, 66, 68, 79, 93, 95, 96, 97, 99.

b. Optional Elements: 7, 32, 34, 44, 45, 47, 67.

c. Optional Standard Remark Codes: 517, 529, 548, 559, 569.

235 Additional Information

a. See EL-311, 261.32 for eligibility information. Also see collective-bargaining agreements and ELM 419.

b. National Agreement specifies the allowable percentage of casuals in an installation.

c. Casuals in driving positions must meet all requirements for an OF-346, *U.S. Government Motor Vehicle Operator's Identification Card.*

d. Casuals are limited to two 90-day terms of employment in a calendar year. In addition to such employment, casuals may be reemployed during the Christmas period for not more than 21 days.

e. The appointing official must establish a tracking method for the timely separation or extension of temporary and casual employees and notification to the appropriate supervisors.

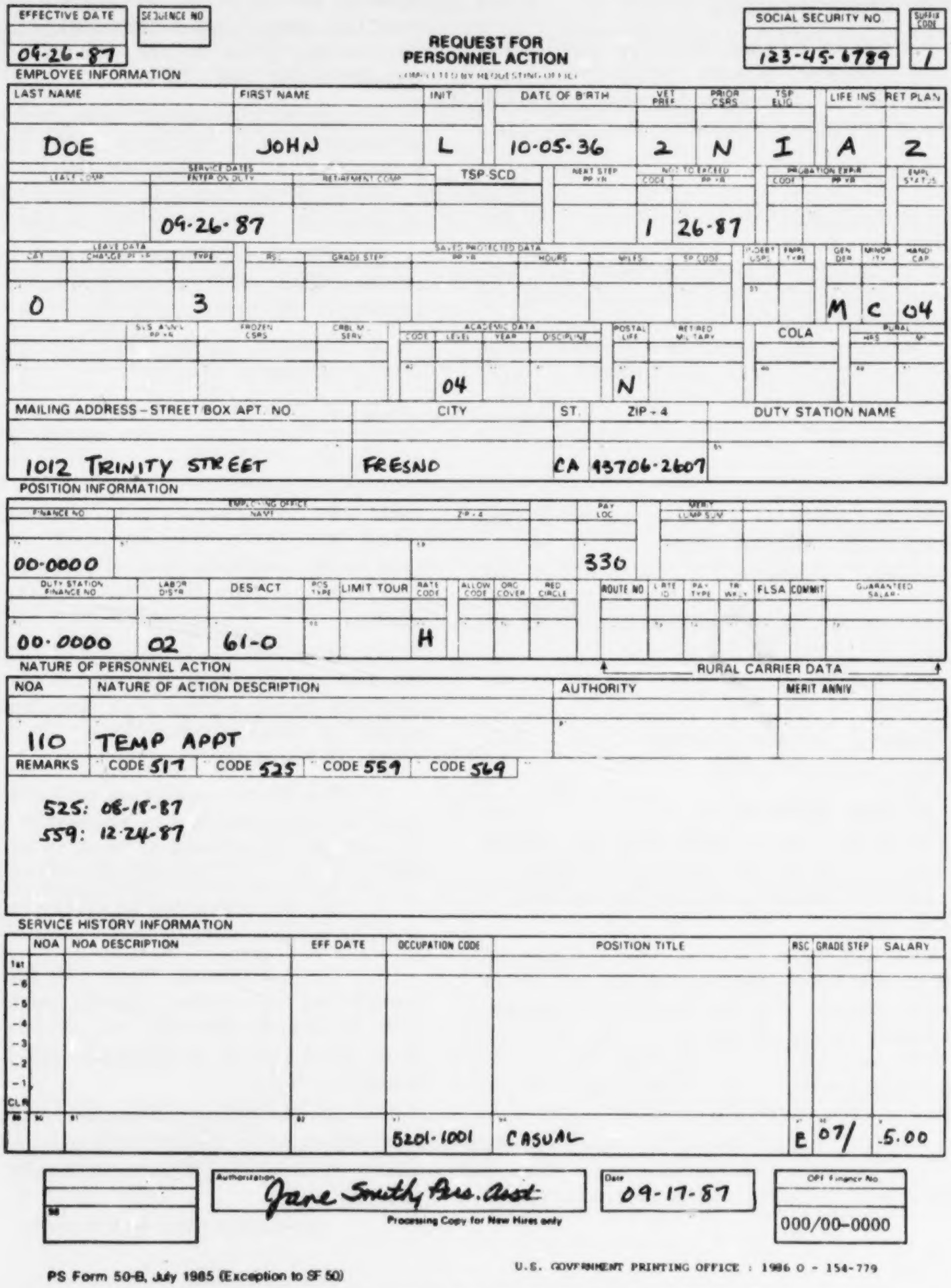
f. Element 69 should not be completed on NOA 110 and 113.

g. See ELM 323.853 for policy on reduction-in-pay provisions when appointing a retired member of the uniform services in a casual or temporary position.

h. Enter code in element 34, Employment Type (see Exhibit 110c), if appointing a Christmas Casual (any casual appointed during the month of December is considered a Christmas casual) or a Summer Intern (Headquarters use only), or a casual referred for employment by the State Employment Service.

i. Appoint a Temporary Postmaster (designation/activity code 58-9) using NOA 113. If the Temporary Postmaster is currently working as Postmaster Relief/Leave Replacement (PMR/LR), terminate the PMR/LR via Form 1653 and use Form 50-B to place employee into the Temporary Postmaster position. These two forms should be submitted simultaneously to ELRIC, stapled together and numbered 1 of 2 and 2 of 2. The occupation code for the Temporary Postmaster position is the same occupation code for a career postmaster in a permanent position. Effective date of the separation action must be one day prior to the appointment as the Temporary Postmaster.

j. See Appendix A for instructions for coding Form 50 if salary exception to exceed the norm has been approved at the Division level.



EFFECTIVE DATE	SEQUENCE NO
09-26-87	

REQUEST FOR PERSONNEL ACTION
COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO	SUFFIX CODE
123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG	LIFE INS	RET PLAN
DOE	JOHN	L	10-05-36	2	N	I	A	Z

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	RETIREMENT COMP	TSP SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
	09-26-87				1	26-87			

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE STEP	PP YR	HOURS	MILES	SP CODE	MODERT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
0		3									M	C	04

	SVS ANNV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
					04			N				

MAILING ADDRESS – STREET BOX APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
1012 TRINITY STREET	FRESNO	CA	93706-2607	

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC		MERIT LUMP SUM		
00-0000				330				

DUTY STATION FINANCE NO	LABOR DISTR	DES ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	RATE ID	PAY TYPE	TR WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	02	61-0			H										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV	
110	TEMP APPT			

REMARKS CODE 517 CODE 525 CODE 559 CODE 569

525: 08-18-87
559: 12-24-87

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR								
				5201-1001	CASUAL	E	07/	5.00

Authorization Jane Smith Pers. Asst.
Processing Copy for New Hires only

Date 09-17-87

OPF Finance No
000/00-0000

PS Form 50-B, July 1985 (Exception to SF 50)

U.S. GOVERNMENT PRINTING OFFICE : 1986 O - 154-779

Exhibit 230, Form 50-B for Temporary Appointment

240 Transfer Career (NOA Code 130)

241 Definition

The movement of a career or career conditional employee in another federal agency to a career appointment in the Postal Service without a break in service of a full work day.

242 Required Forms

All appointment and payroll forms listed in Exhibit 210a are required. Drivers' forms may be required for transfer to positions requiring operation of a motor vehicle. A Form 2810, *Notice of Change in Health Benefits,* is generally required in order to transfer the employee's current health insurance coverage (Form 2809, *Health Benefits Registration Form,* may be required if such coverage is not available in area where employed).

243 Elements

Complete the following elements on 50-B (see sample worksheet, Exhibit 240):

a. Mandatory Elements: 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 21, 22, 24, 25, 26, 35, 36, 37, 39, 43, 46, 51, 52, 53, 54, 56, 60, 63, 64, 65, 66, 68, 79, 93, 95, 96, 97, 99.

b. Optional Elements: 7, 34, 40, 41, 44, 45, 47, 66, 67, 69.

c. Optional Standard Remark Codes: 513, 517, 523, 524, 525, 529, 548, 563, 570.

244 Additional Information

a. Eligibility for transfer must be verified (see EL-311, 261.312). Also see ELM 323.22.

b. Indicate losing agency name and address in element 88.

c. Excepted agencies must have a reciprocal agreement with USPS allowing for the transfer of employees between the two agencies. **Example:** the Tennessee Valley Authority (TVA), is a federal agency with whom the USPS has no reciprocal agreement on file. Therefore, TVA's employees are not eligible for transfer-career.

d. Request release date from other agency only after results of preemployment medical exam have been reviewed and individual has been approved for appointment. The appointing officer arranges with the losing agency to set a mutually agreeable effective date which will not result in a break in service of one workday or more. Therefore, the agency's separation effective date should be one day prior to the effective date of the transfer-career into USPS.

e. An employee may serve and receive pay concurrently as an employee of the Postal Service (other than as a member of the Board of Governors or of the Postal Rate Commission) and as an employee of any other federal agency.

f. Certain positions are restricted to preference eligible veterans under the Veterans Preference Act of 1944 (see EL-311 262).

g. Refer to Exhibit 210c for information on coding retirement coverage.

h. If employee is a member of the National Guard or Reservists of the Armed Forces and is eligible for military leave, request a transcript or record of military leave usage during the current fiscal year. This procedure will prevent any doubt about how much military leave the employee used or has available in the fiscal year (see ELM 517.5 for further information about military leave).

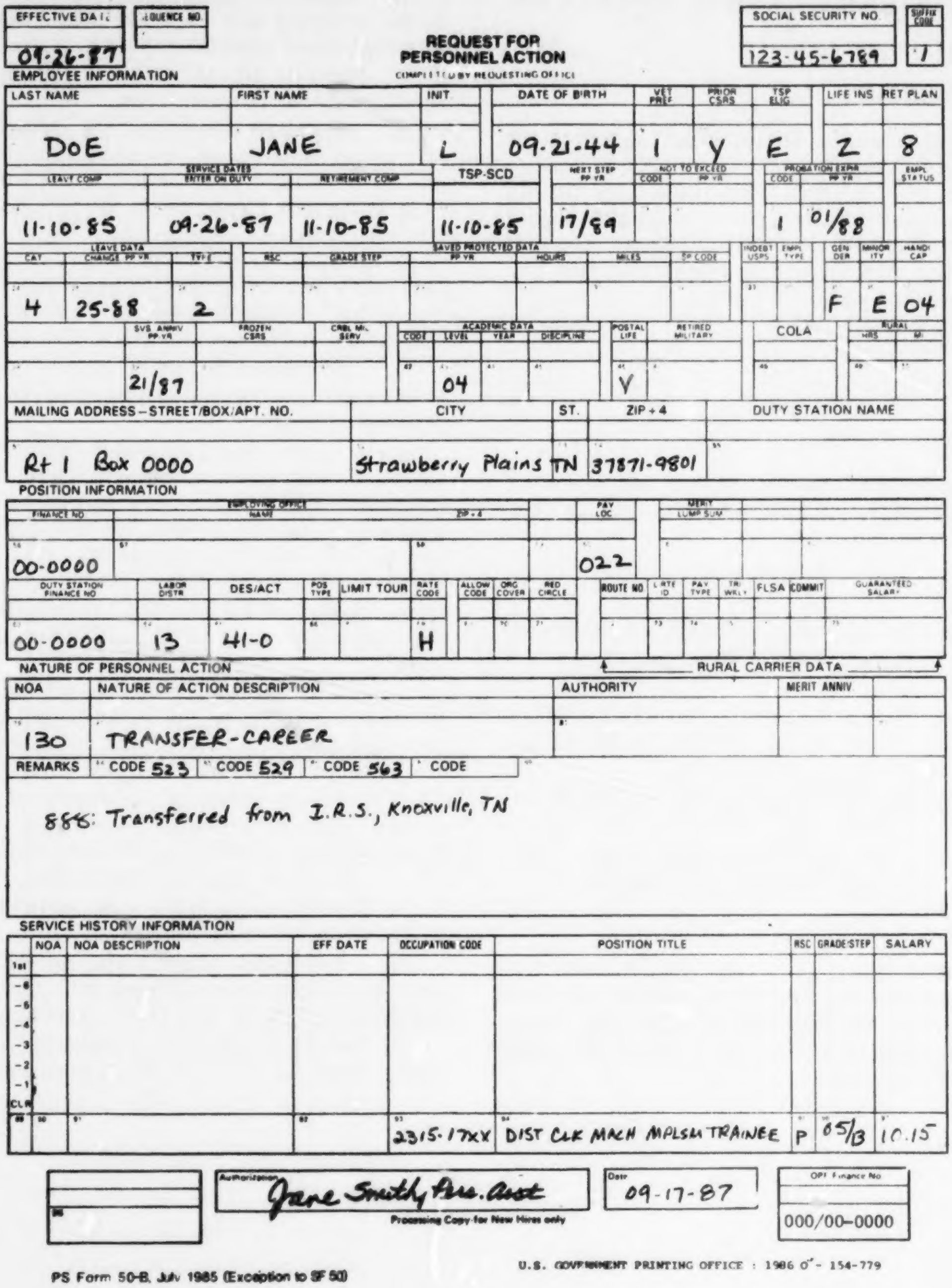
i. Submit SF 1150, *Record of Leave Data,* to the Minneapolis PDC Payroll Section with a request to credit annual and sick leave balances earned at former agency to postal account (see ELM 512.8 and 512.9).

j. The 90-day qualifying period for crediting leave to employees is not applicable for employees transferred without a break in service (ELM 512.332).

k. See pay actions in ELM 422.21 which may apply to transfer actions.

l. Do not process NOA 130 for employees transferring *to* another agency; process a NOA 320, Separation-Transfer to Another Agency. Note: NOA 130 is an accession action, NOA 320 is a separation action.

m. Form TSP 19, *Transfer of Thrift Savings Plan Information Between Agencies,* may be required in order to activate employee's TSP withholding.



EFFECTIVE DATE 09-26-87	SEQUENCE NO.	SOCIAL SECURITY NO. 123-45-6789	SUFFIX CODE 1

REQUEST FOR PERSONNEL ACTION

COMPLETED BY REQUESTING OFFICE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG	LIFE INS	RET PLAN
DOE	JANE	L	09-21-44	1	Y	E	Z	8

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
11-10-85	09-26-87	11-10-85	11-10-85	17/89			1	01/88	

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
4	25-88	2									F	E	04

	SVS ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
	21/87				04			V				

MAILING ADDRESS – STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
Rt 1 Box 0000	Strawberry Plains	TN	37871-9801	

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC		MERIT LUMP SUM		
00-0000				022				

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	RATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	13	41-0			H										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV	
130	TRANSFER-CAREER			

REMARKS	CODE	CODE	CODE	CODE
	523	529	563	

888: Transferred from I.R.S., Knoxville, TN

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR								
				2315-17XX	DIST CLK MACH MPLSM TRAINEE	P	05/13	10.15

Authorization: Jane Smith Pers. Asst

Processing Copy for New Hires only

Date: 09-17-87

OPF Finance No: 000/00-0000

PS Form 50-B, July 1985 (Exception to SF 50)

U.S. GOVERNMENT PRINTING OFFICE : 1986 O - 154-779

Exhibit 240, Form 50-B for Transfer Career

250 Reinstatement-Career (NOA Code 140)

251 Definition

The reemployment to an authorized vacant career position of a former federal or Postal Service employee who (a) had competitive Civil Service status, (b) was a career postal employee, or (c) was serving probation under a career appointment, when separated from the service (see EL-311 261.313).

252 Authority

39 U.S.C. 1001.

253 Required Forms

All appointment, security, payroll and insurance forms listed in Exhibit 210a are required. Drivers' forms may be required.

254 Elements

Complete the following elements on 50-B (see sample worksheet, Exhibit 250):

a. Mandatory Elements: 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 21, 22, 24, 25, 26, 35, 36, 37, 39, 43, 46, 51, 52, 53, 54, 56, 60, 63, 64, 65, 66, 68, 79, 93, 95, 96, 97, 99.

b. Optional Elements: 7, 18, 34, 39, 40, 41, 44, 45, 47, 67, 69.

c. Optional Standard Remark Codes: 513, 517, 523, 524, 525, 529, 548, 551, 563, 570.

255 Additional Information

a. Prior approval of the Field Director, Human Resources or the APMG, Employee Relations, must be obtained before employing former postal or federal employees removed for cause (see EL-311, 313.53).

b. Applicant must meet qualification standards, including any required exam, which may be administered noncompetitively.

c. Refer to EL-311, 261.313 for time limits on eligibility for reinstatement.

d. Reinstated employees are subject to satisfactory completion of the applicable probationary period. Request the individual OPF from the Federal Records Center using SF 127, *Request for Official Personnel Folder,* (see ELM 313.72). When possible, verify all prior service and compute leave and retirement computation dates before the appointee enters on duty (see instructions for computing SCDs, Exhibit 210d).

e. Reinstatement of a former federal or postal employee is at the discretion of the appointing official.

f. A former postal employee reinstated into a bargaining-unit position may be eligible for credit for some or all of the prior service toward satisfaction of service needed for layoff protection (see Exhibit 210k for instructions).

g. Do not confuse reinstatement with reemployment of former postal employees returning from active duty in Armed Forces (see NOA 160).

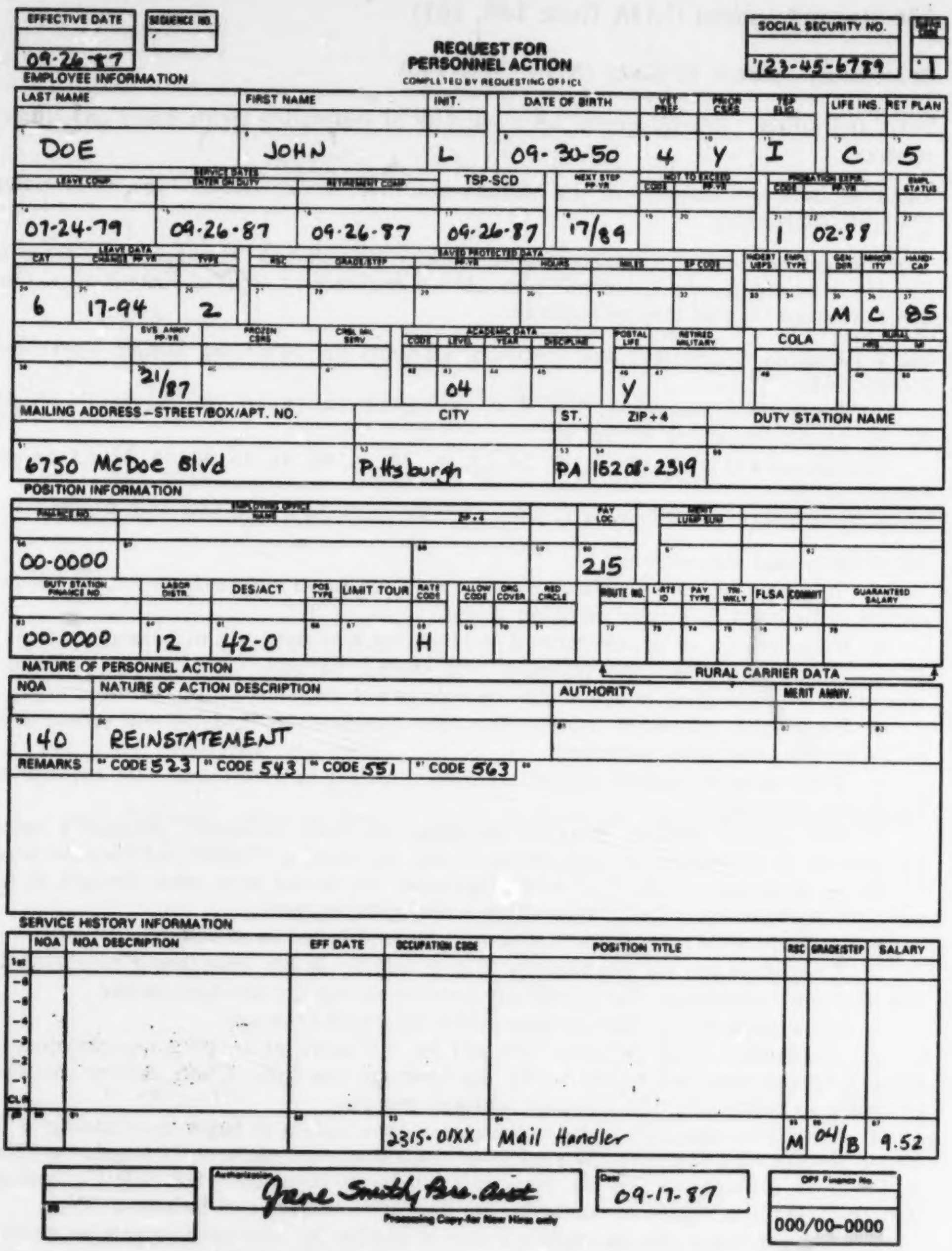
h. Prior approval must be obtained before reemploying a retired postal or federal employee receiving an annuity from the Civil Service Retirement and Disability Fund (see ELM 323.33).

i. Certain positions are restricted to preference eligible veterans under the Veterans Preference Act of 1944 (see EL-311, 262).

j. Forward copy of Form 2246, *Terminal Leave Worksheet,* to PDC upon reinstatement of a former postal employee.

k. See ELM 512.332 for information on crediting reinstated employees with annual leave. See ELM 513.72 for sick leave recrediting.

l. See ELM 412.1 (nonbargaining) or 422.21 (bargaining) for pay rules for accession actions.



EFFECTIVE DATE	SEQUENCE NO.
09-26-87	

REQUEST FOR PERSONNEL ACTION
COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO.	
123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	L	09-30-50	4	Y	I	C	5

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR. CODE	PROBATION EXPIR. PP-YR	EMPL. STATUS
07-24-79	09-26-87	09-26-87	09-26-87	17/89			1	02-89	

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	RSC	GRADE/STEP	SAVED PROTECTED DATA PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL. TYPE	GENDER	MINORITY	HANDICAP
6	17-94	2									M	C	85

	SVS ANNIV PP-YR	FROZEN CSRS	CRED MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
	21/87				04			Y				

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP+4	DUTY STATION NAME
6750 McDoe Blvd	Pittsburgh	PA	15208-2319	

POSITION INFORMATION

FINANCE NO.	EMPLOYING OFFICE NAME	ZIP+4		PAY LOC	MERIT LUMP SUM		
00-0000				215			

DUTY STATION FINANCE NO.	LABOR DISTR.	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	12	42-0			H										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
140	REINSTATEMENT			

REMARKS CODE 523 CODE 543 CODE 551 CODE 563

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CUR								
				2315-01XX	Mail Handler	M	04/B	9.52

Authorization Jane Smith Pers. Asst

Processing Copy for New Hires only

Date 09-17-87

OPF Finance No. 000/00-0000

PS Form 50-B, July 1985 (Exception to SF 50)

U.S. GOVERNMENT PRINTING OFFICE : 1986 O - 154-779

Exhibit 250, Form 50 for Reinstatement

260 Reemployment (NOA Code 160, 161)

261 Reemployment Military (NOA Code 160)

261.1 Definition. Reemployment upon exercise of restoration rights based on military service.

261.2 Authority. Section 9 of the Military Selective Service Act of 1967, as amended (38 USC 2021-2026).

261.3 Required Forms. All appointment, security, payroll and insurance forms listed in Exhibit 210a are required, except Form 2485, *Certificate of Medical Examination.* (See 261.5.) Drivers' Forms may be required.

261.4 Elements. Complete the following elements on 50-B (see sample worksheet, Exhibit 261).

a. Mandatory Elements: 1, 5, 6, 8, 9, 11, 12, 13, 14, 15, 16, 18, 35, 36, 37, 46, 51, 52, 53, 54, 56, 60, 65, 79, 93, 96, 97

b. Optional Elements: 7, 10, 17, 24, 25, 26, 34, 39, 40, 41, 43, 44, 45, 47, 63, 64, 66, 68, 69, 95, 99.

c. Optional Standard Remark Codes: 513, 517, 529, 543, 548, 549, 550, 570.

261.5 Additional Information

a. A preemployment medical exam is required upon return from active military service if the break in service exceeded 1 year.

b. Effective date of appointment is the first day employee was in a nonpay status.

c. Enter on duty date (element 15) should be date of employee's previous appointment. Time spent in active duty/training is not considered a break in service.

d. Leave and retirement computation dates (elements 14 and 16) will reflect dates as if employee was never separated.

e. Determine or restore relative seniority standing in accordance with appropriate bargaining agreement.

f. No service history need be provided to PDC; however, prepare a salary progression to determine the step and next step due date as if there had been no break in service. If employee was PTF when separated and would have been changed to full time, place employee in full time position upon reemployment.

g. Uniform allowance, if applicable, may be established immediately.

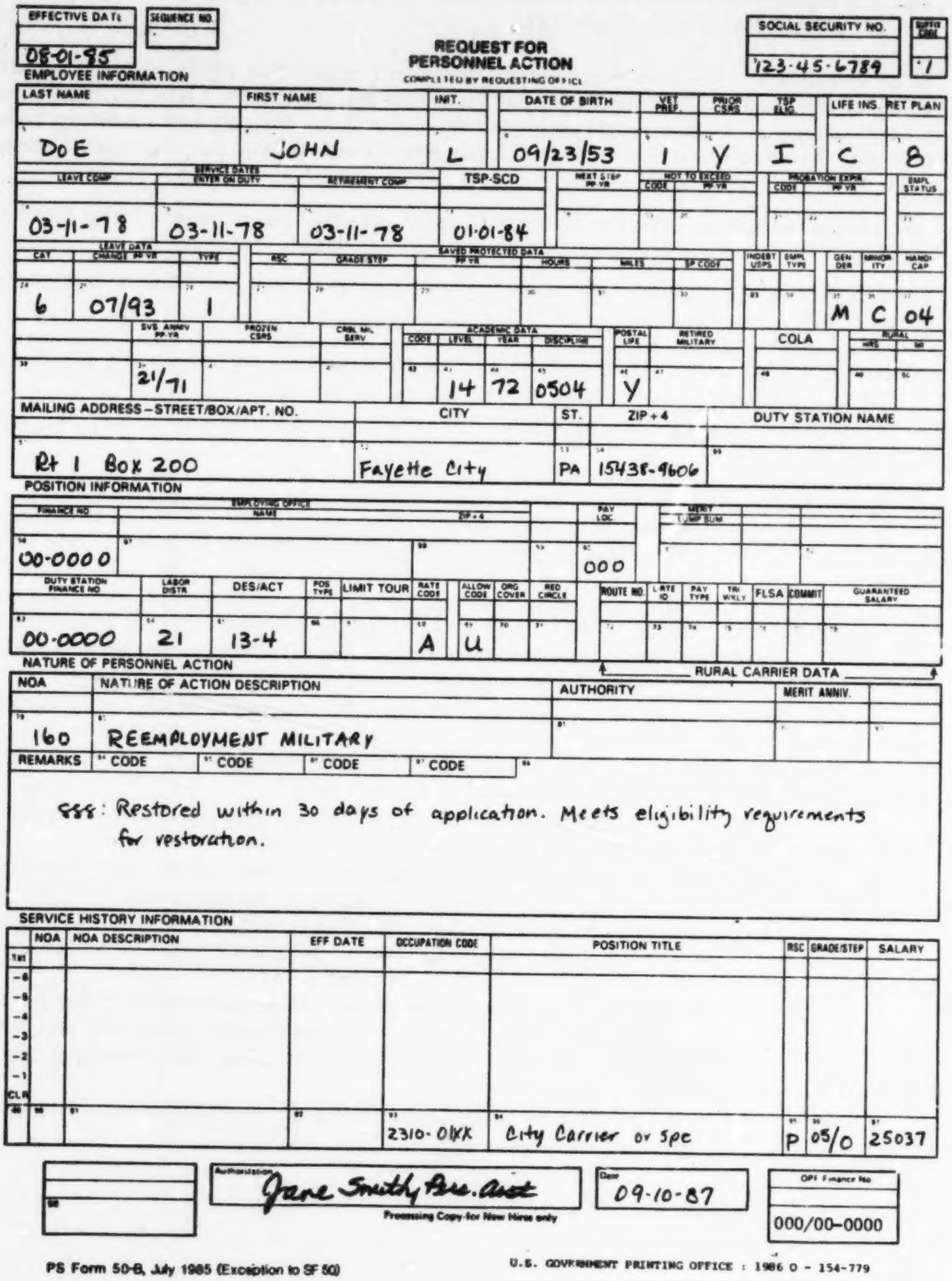
h. Give employee the opportunity to elect additional life insurance if employee did not have the opportunity (due to military service) during the last open season.

i. Allow employee 31 days to elect health insurance coverage.

j. Retirement code (element 13) will be the same as in prior appointment. If original appointment was before 1/1/84 and coverage was under CSRS, inform employee of option to switch to FERS coverage within 6 months.

k. Employee need only wait until the next open season to begin contributing to the Thrift Savings Plan if previously eligible to contribute, and element 11 should be coded R. However, if employee was not previously eligible to contribute, use code I to indicate that employee is ineligible to contribute for two open seasons (see Exhibit 210b).

l. It is important that an applicant who is eligible for restoration rights be restored within 30 days of application. See EL-311, 218 and ELM 365.234 for more information about restoration.



EFFECTIVE DATE: 08-01-85

SEQUENCE NO.

REQUEST FOR
PERSONNEL ACTION
COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO.: 123-45-6789

SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DoE	JOHN	L	09/23/53	1	Y	I	C	8

SERVICE DATES									
LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPR CODE	PROBATION EXPR PP YR	EMPL STATUS
03-11-78	03-11-78	03-11-78	01-01-84						

LEAVE DATA			SAVED PROTECTED DATA										
CAT	CHANGE PP YR	TYPE	RSC	GRADE STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
6	07/93	1									M	C	04

				ACADEMIC DATA							RURAL	
	SVS ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	HRS	MI
	21/71				14	72	0504	Y				

MAILING ADDRESS–STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
Rt 1 Box 200	Fayette City	PA	15438-9606	

POSITION INFORMATION

	EMPLOYING OFFICE				MERIT		
FINANCE NO	NAME	ZIP + 4		PAY LOC.	LUMP SUM		
00-0000				000			

									RURAL CARRIER DATA						
DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	LATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	21	13-4			A	U									

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
160	REEMPLOYMENT MILITARY			

REMARKS CODE CODE CODE CODE

888: Restored within 30 days of application. Meets eligibility requirements for restoration.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
–6								
–5								
–4								
–3								
–2								
–1								
CLR								
				2310-01XX	City Carrier or Spc	P	05/0	25037

Authorization: Jane Smith Pers. Asst

Processing Copy for New Hires only

Date: 09-10-87

OPF Finance No: 000/00–0000

PS Form 50-B, July 1985 (Exception to SF 50)

U.S. GOVERNMENT PRINTING OFFICE : 1986 O - 154-779

Exhibit 261, Form 50-B for Reemployment Military

262 Reemployment Executive Order (EO) or Office of Personnel Management (OPM) Regulation (NOA Code 161).

262.1 Definition. Reemployment upon exercise of restoration rights under a specific law, executive order, OPM regulation, or Postal Service regulation. Code 161 is used for reemployment of former employees who are injured or disabled and receiving compensation benefits under the Federal Employees' Compensation Act, for appointments made in accordance with ELM 546.

262.2 Required Forms. All appointment, security, payroll, and insurance forms listed in Exhibit 210a are required. Drivers' Forms may be required.

262.3 Elements. Complete the following elements on 50-B (see sample worksheet, Exhibit 262):

a. Mandatory Elements: 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 23, 24, 25, 26, 35, 36, 37, 39, 43, 46, 51, 52, 53, 54, 56, 60, 63, 64, 65, 66, 68, 79, 93, 95, 96, 97, 99.

b. Optional Elements: 7, 18, 34, 40, 41, 44, 45, 47, 67, 69.

c. Optional Standard Remark Codes: 513, 517, 529, 543, 544, 545, 546, 547, 548, 549, 550, 558, 570.

262.4 Additional Information

a. Leave and retirement computation dates (elements 14 and 16 on Form 50) must include time during which the employee received compensation from OWCP (see ELM 546).

b. Enter on duty date (element 15) must be the date of the employee's previous appointment. Time spent on OWCP rolls is not to be considered as a break in service.

c. Next step PP/YR (element 18) must be based on the effective date of this action. Leave blank if the employees does not receive steps or is at the top of a grade.

d. Disability code (element 37) must be the code assigned during reemployment medical exam.

e. Standard remark code 558, Reemployed under FECA, 5 U.S.C. 8151, and OPM Regulations, 5 C.F.R. 353, must be entered in element 84-87.

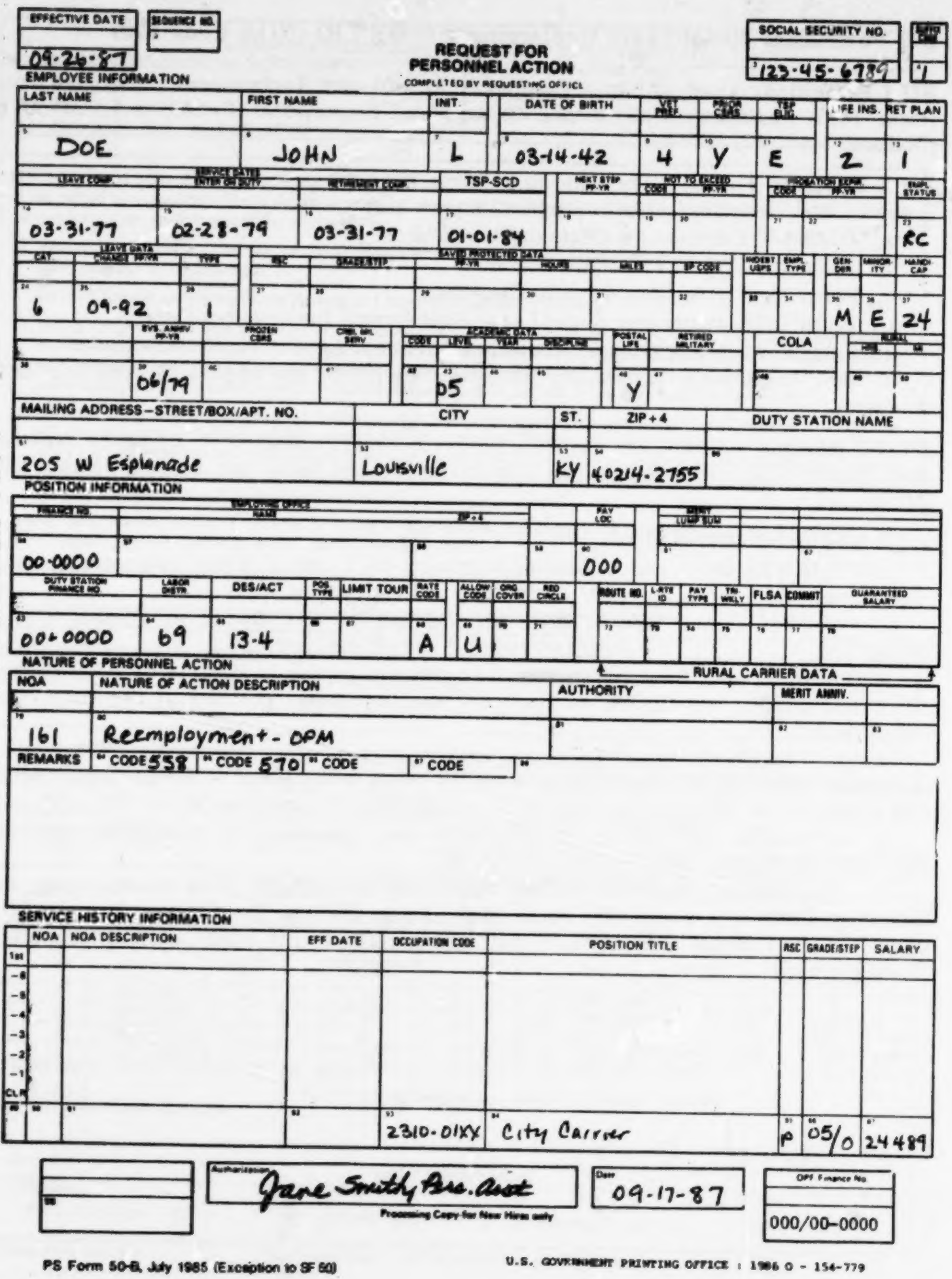
f. See ELM 323.32 for reemployment of former postal employees after transfer to other federal agencies, commissions or international organizations.

g. For restoration due to settlement agreement or court ruling, use NOA 140, Reinstatement, or 150, Reactivate, according to the intent of the document.

h. Saved rate often applies in Reemployment OPM (see Appendix A). Enter Code "S" in element 32 to allow a higher salary in element 97. Saved rate will be indefinite for as long as the conditions explained in ELM 546 apply.

i. Enter "RC" in element 23 to indicate reinstated compensation-OWCP for former employees being reemployed. The RC is used in a national system to identify and track the progress of the employee. See ELM 525.122 and 534.33 and .34 concerning health benefits and life insurance.

j. See ELM 546.142 for further instructions on rights, benefits and seniority upon reemployment.



EFFECTIVE DATE	SEQUENCE NO.
09-26-87	

REQUEST FOR PERSONNEL ACTION

COMPLETED BY REQUESTING OFFICL

SOCIAL SECURITY NO.	SUFFIX CODE
123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	L	03-14-42	4	Y	E	2	1

SERVICE DATES LEAVE COMP.	ENTER ON DUTY	RETIREMENT COMP.	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	PP-YR	PROBATION EXPIR. CODE	PP-YR	EMPL. STATUS
03-31-77	02-28-79	03-31-77	01-01-84						RC

LEAVE DATA CAT.	CHANGE PP/YR	TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL. TYPE	GENDER	MINORITY	HANDICAP
6	09-92	1									M	E	24

	SVS. ANNIV PP-YR	FROZEN CSRS	CMBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	MI
	06/79				05			Y				

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
205 W Esplanade	Louisville	KY	40214-2755	

POSITION INFORMATION

FINANCE NO.	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM		
00-0000				000			

DUTY STATION FINANCE NO.	LABOR DISTR.	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW. CODE	ORG. COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	69	13-4			A	U									

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
161	Reemployment - OPM			

REMARKS	CODE	CODE	CODE	CODE
	558	570		

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CLR								
				2310-01XX	City Carrier	P	05/0	24489

Authorization: Jane Smith Pers. Asst

Processing Copy for New Hires only

Date: 09-17-87

OPF Finance No: 000/00-0000

PS Form 50-B, July 1985 (Exception to SF 50)

U.S. GOVERNMENT PRINTING OFFICE : 1986 O - 154-779

Exhibit 262, Form 50-B for Reemployment OPM

270 Special Hires Noncareer

271 Postmaster Relief/Leave Replacement (PMR/LR) (NOA Code 170)

271.1 Definition. Used to hire a Postmaster Relief/Leave Replacement (PMR/LR) from Form 1653, *Postmaster Relief/Leave Replacement Employment Data.* No Form 50 is produced from this action.

271.2 Required Forms. The following forms must be processed as appropriate (see Exhibit 210a for details on form preparation and use):

a. OMB I-9, *Employment Eligibility Verification.*

b. Form 66, *Official Personnel Folder.*

c. Form 85, *Nonsensitive Security Clearance.*

d. Form 1653, *Postmaster Relief/Leave Replacement Employment Data.*

e. Form 2591-A, *Applicant's Statement of Selective Service Registration Status.*

f. W-4, *Employee's Withholding Exemption Certificate* and applicable state and local tax forms.

271.3 Elements. To complete elements on Form 1653, *Postmaster Relief/Leave Replacement Employment Data,* follow the instructions on the form (see sample Form 1653, Exhibit 271).

271.4 Additional Information

a. PMR/LRs may hold a dual appointment as a casual. Exam requirements and appointment time limits specified in the National Agreement apply.

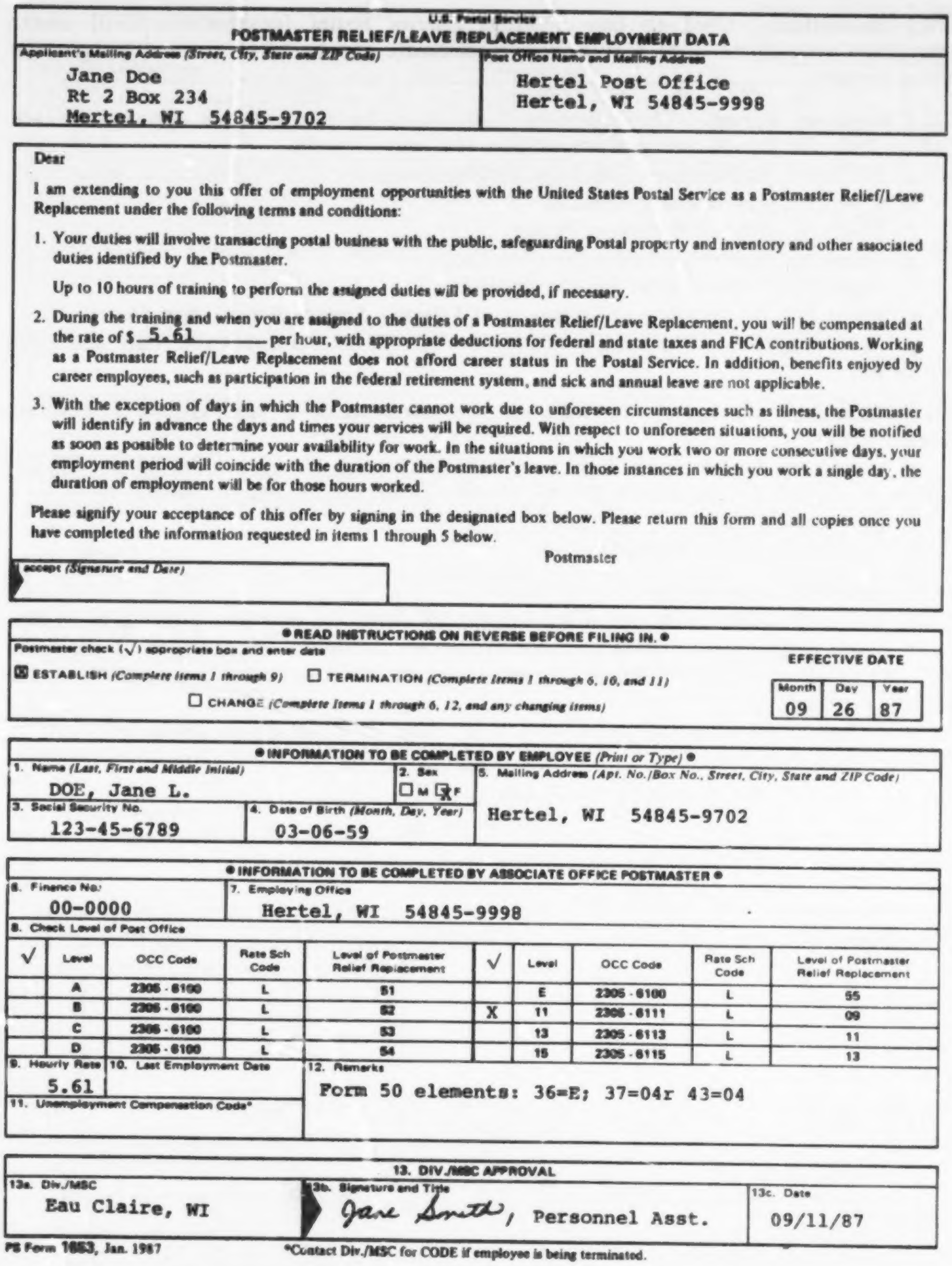
b. PMR/LRs may hold a dual appointment as a PMR/LR in another postal installation.

c. PMR/LRs with 3 or more years of continuous service in EAS-11 or EAS-13 post office installations are eligible to apply for the postmaster position in the employing installation only.

d. A PMR/LR (58-0) assigned the position of temporary Postmaster (TPM) at an installation must be terminated from PMR/LR status using Form 1653 (see separations) and appointed to TPM (designation 58-9) using NOA 113 on Form 50.

e. A PMR/LR may not be converted to a career position. You must first terminate the PMR/LR position then process a Form 50.

f. The Official Personnel Folder (OPF) for a PMR/LR must contain only the following: OMB I-9, Form 85, Form 1653, Form 2591-A, Tax Forms, Forms 50 to document dual casual employment, and documentation for when actually employed (WAE) service.



U.S. Postal Service

POSTMASTER RELIEF/LEAVE REPLACEMENT EMPLOYMENT DATA

Applicant's Mailing Address *(Street, City, State and ZIP Code)*

Jane Doe
Rt 2 Box 234
Mertel, WI 54845-9702

Post Office Name and Mailing Address

Hertel Post Office
Hertel, WI 54845-9998

Dear

I am extending to you this offer of employment opportunities with the United States Postal Service as a Postmaster Relief/Leave Replacement under the following terms and conditions:

1. Your duties will involve transacting postal business with the public, safeguarding Postal property and inventory and other associated duties identified by the Postmaster.

   Up to 10 hours of training to perform the assigned duties will be provided, if necessary.

2. During the training and when you are assigned to the duties of a Postmaster Relief/Leave Replacement, you will be compensated at the rate of $ 5.61 per hour, with appropriate deductions for federal and state taxes and FICA contributions. Working as a Postmaster Relief/Leave Replacement does not afford career status in the Postal Service. In addition, benefits enjoyed by career employees, such as participation in the federal retirement system, and sick and annual leave are not applicable.

3. With the exception of days in which the Postmaster cannot work due to unforeseen circumstances such as illness, the Postmaster will identify in advance the days and times your services will be required. With respect to unforeseen situations, you will be notified as soon as possible to determine your availability for work. In the situations in which you work two or more consecutive days, your employment period will coincide with the duration of the Postmaster's leave. In those instances in which you work a single day, the duration of employment will be for those hours worked.

Please signify your acceptance of this offer by signing in the designated box below. Please return this form and all copies once you have completed the information requested in items 1 through 5 below.

Postmaster

I accept *(Signature and Date)*

● READ INSTRUCTIONS ON REVERSE BEFORE FILING IN. ●

Postmaster check (√) appropriate box and enter date

☒ ESTABLISH *(Complete items 1 through 9)* ☐ TERMINATION *(Complete Items 1 through 6, 10, and 11)*
☐ CHANGE *(Complete Items 1 through 6, 12, and any changing items)*

EFFECTIVE DATE

Month	Day	Year
09	26	87

● INFORMATION TO BE COMPLETED BY EMPLOYEE *(Print or Type)* **●**

1. Name *(Last, First and Middle Initial)*: DOE, Jane L.
2. Sex: ☐ M ☒ F
3. Social Security No.: 123-45-6789
4. Date of Birth *(Month, Day, Year)*: 03-06-59
5. Mailing Address *(Apt. No./Box No., Street, City, State and ZIP Code)*: Hertel, WI 54845-9702

● INFORMATION TO BE COMPLETED BY ASSOCIATE OFFICE POSTMASTER ●

6. Finance No.: 00-0000
7. Employing Office: Hertel, WI 54845-9998
8. Check Level of Post Office

√	Level	OCC Code	Rate Sch Code	Level of Postmaster Relief Replacement	√	Level	OCC Code	Rate Sch Code	Level of Postmaster Relief Replacement
	A	2305 - 6100	L	51		E	2305 - 6100	L	55
	B	2305 - 6100	L	52	X	11	2305 - 6111	L	09
	C	2305 - 6100	L	53		13	2305 - 6113	L	11
	D	2305 - 6100	L	54		15	2305 - 6115	L	13

9. Hourly Rate: 5.61
10. Last Employment Date:
11. Unemployment Compensation Code*:
12. Remarks: Form 50 elements: 36=E; 37=04r 43=04

13. DIV./MSC APPROVAL

13a. Div./MSC: Eau Claire, WI
13b. Signature and Title: Jane Smith, Personnel Asst.
13c. Date: 09/11/87

PS Form 1653, Jan. 1987

*Contact Div./MSC for CODE if employee is being terminated.

Exhibit 271, Form 1653 for Establishing Postmaster Relief/Leave Replacement

272 Rural Carrier Relief (NOA Code 171)

272.1 Definition. Used to hire a Rural Carrier Relief (designation 75-0) under emergency procedures until a rural carrier associate can be hired from a competitive hiring register.

272.2 Required Forms. The following forms must be processed as appropriate (see Exhibit 210a for details on form preparation and use):

a. OMB I-9, *Employment Eligibility Verification.*

b. Form 61, *Appointment Affidavit.*

c. Form 66, *Official Personnel Folder.*

d. Form 85, *Nonsensitive Security Clearance.*

e. Form 2591, *Application for Employment.*

f. Form 2591-A, *Applicant's Statement of Selective Service Registration Status.*

g. W-4, *Employees Withholding Exemption Certificate* and applicable state and local tax forms.

272.3 Elements. Complete the following elements on 50-B (see sample worksheet, Exhibit 272):

a. Mandatory Elements: 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 24, 26, 34, 35, 36, 37, 43, 46, 51, 52, 53, 54, 56, 60, 63, 64, 65, 66, 68, 72, 79, 80, 93, 94, 95, 96, 97, 99.

b. Optional Elements: 7, 44, 45, 47.

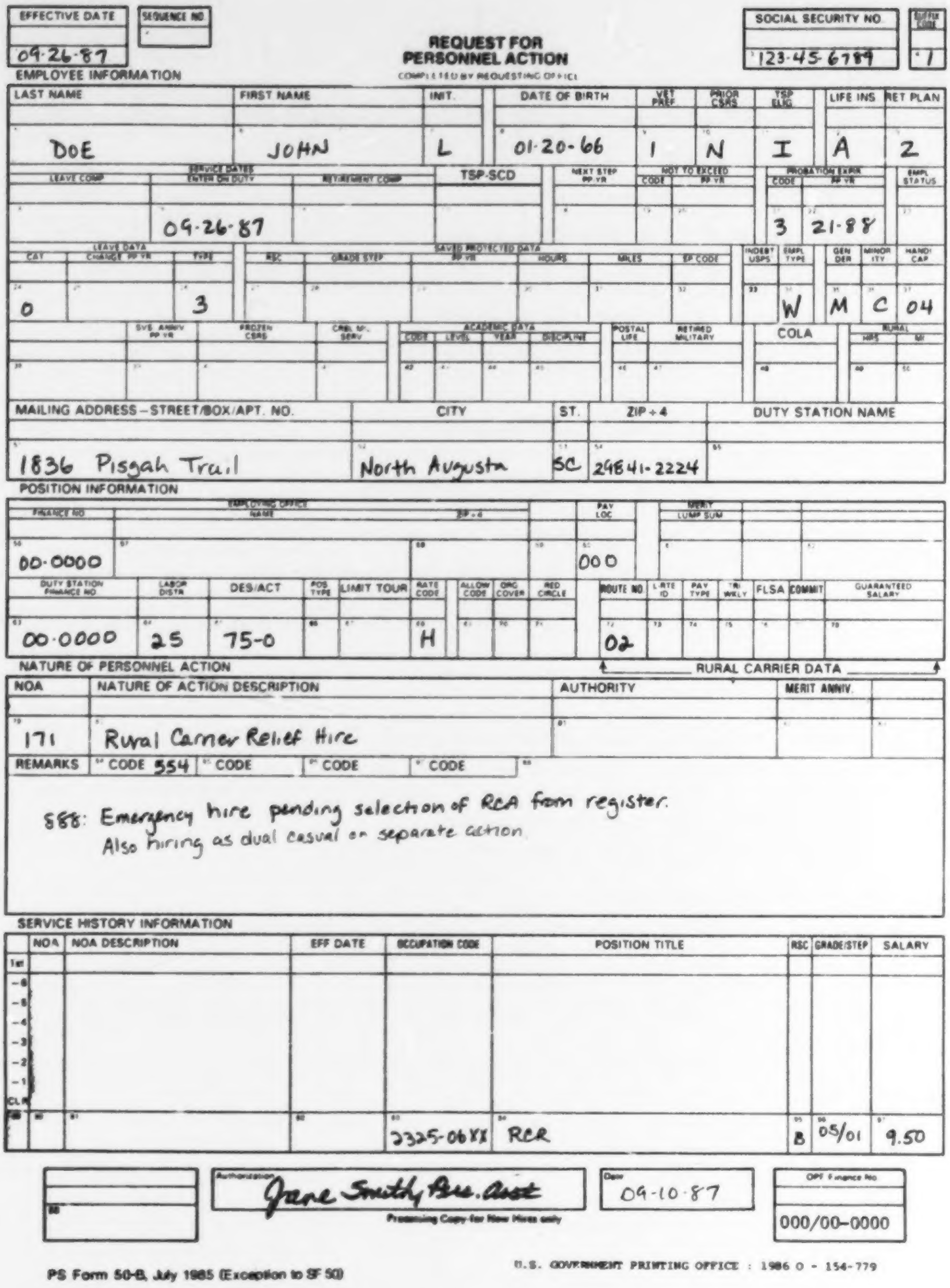
c. Optional Standard Remarks: 529.

272.4 Additional Information

a. See USPS-NRLCA National Agreement for policy on emergency hiring of RCRs.

b. Appointing officer must devise a system to terminate employment of the RCR upon the employment of an Rural Carrier Associate (RCA) selected competitively from a hiring register.

c. Element 34 must be coded with a W. This identifies RCRs being hired under emergency procedures.



EFFECTIVE DATE	SEQUENCE NO.	REQUEST FOR PERSONNEL ACTION	SOCIAL SECURITY NO.	SUFFIX CODE
09-26-87		COMPLETED BY REQUESTING OFFICE	123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG	LIFE INS	RET PLAN
DOE	JOHN	L	01-20-66	1	N	I	A	2

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
	09-26-87						3	21-88	

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE STEP	PP YR	HOURS	MILES	EP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
0		3								W	M	C	04

	SVC ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
1836 Pisgah Trail	North Augusta	SC	29841-2224	

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM		
00-0000				000			

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	L-RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	25	75-0			H				02						

NATURE OF PERSONNEL ACTION — RURAL CARRIER DATA

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
171	Rural Carrier Relief Hire			

REMARKS CODE 554 CODE CODE CODE

888: Emergency hire pending selection of RCA from register.
Also hiring as dual casual on separate action

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CLR								
				2325-06XX	RCR	B	05/01	9.50

Authorization: Jane Smith Pers. Asst

Date: 09-10-87

Processing Copy for New Hires only

OPF Finance No: 000/00-0000

PS Form 50-B, July 1985 (Exception to SF 50)

U.S. GOVERNMENT PRINTING OFFICE : 1986 O - 154-779

Exhibit 272, Form 50-B for RCR Appointment

280 Rural Carrier Associate Appointments from Register (NOA Code 190)

281 Definition

An appointment of a Rural Carrier Associate (RCA), Designation 78-0, from a competitive register of eligibles to fill an authorized vacancy.

282 Required Forms

The following forms must be processed as appropriate (see Exhibit 210a for details on form preparation and use):

a. Form OMB I-9, *Employment Eligibility Verification.*
b. SF-15, *Claim for 10-Point Veteran Preference.*
c. OF-346, *U.S. Government Motor Vehicle Operator's Identification Card.*
d. Form 2181A, *Authorization and Release.*
e. Form 2480, *Driving Record.*
f. Form 2591, *Application for Employment.*
g. Form 2591-A, *Applicant's Statement of Selective Service Registration Status.*
h. Form 2485, *Certificate of Medical Examination.*
i. Form 2488, *Authorization and Release.*
j. Form 2489, *Disability Code List.*
k. Form 4582, *Application for Permit and Operator's Record.*
l. Form 4583, *Physical Fitness Inquiry for Motor Vehicle Operators.*
m. W-4, *Employee's Withholding Exemption Certificate* and applicable state and local tax forms.

283 Elements

Complete the following elements on 50-B (see sample worksheet, Exhibit 280):

a. Mandatory Elements: 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 21, 22, 24, 26, 35, 36, 37, 43, 46, 51, 52, 53, 54, 56, 60, 63, 64, 65, 66, 68, 72, 77, 79, 93, 95, 96, 97, 99.

b. Optional Elements: 7, 34, 44, 45, 47, 69.

c. Optional Standard Remark Codes: 525, 554, 561.

284 Additional Information

a. Enter A in element 12 on Form 50. Employee is ineligible for life insurance.

b. Enter 2 in element 13 on Form 50. Employee is covered under FICA.

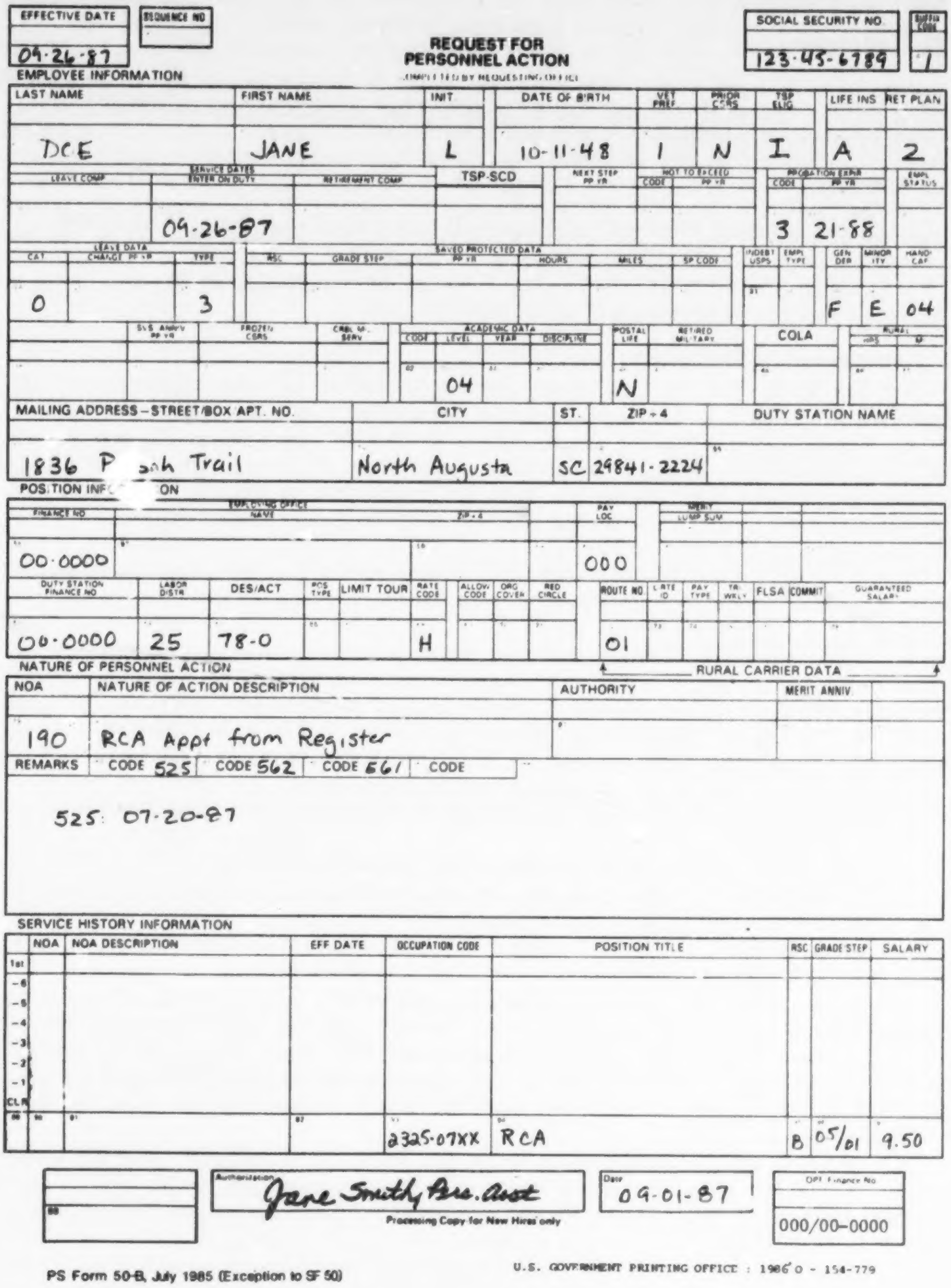
c. Leave element 14 blank. Employee is not eligible to earn leave.

d. Enter 3 in element 21. RCA probation is 90 days actually worked or 1 year, whichever comes first.

e. Enter the PP/YR probation ends in element 22 (one year from date of appointment).

f. RCAs can have dual appointments in casual positions and Postmaster Relief/Leave Replacement positions.

g. See Appendix B on rural carrier actions for assistance and references when processing actions for rural carrier employees.



EFFECTIVE DATE 09-26-87

SEQUENCE NO

REQUEST FOR PERSONNEL ACTION

(COMPLETED BY REQUESTING OFFICE)

SOCIAL SECURITY NO. 123-45-6789

SUFFIX CODE 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG	LIFE INS	RET PLAN
DCE	JANE	L	10-11-48	1	N	I	A	2

LEAVE COMP	SERVICE DATES ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
	09-26-87						3	21-88	

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
0		3									F	E	04

	SVS ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL M
					04			N				

MAILING ADDRESS—STREET/BOX APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
1836 P[illegible]ah Trail	North Augusta	SC	29841-2224	

POSITION INF[illegible]ON

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM		
00-0000				000			

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	RATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	25	78-0			H				01						

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV	
190	RCA Appt from Register			

REMARKS CODE 525 CODE 562 CODE 561 CODE

525: 07-20-87

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR								
				2325-07XX	RCA	B	05/01	9.50

Authorization Jane Smith Pers. Asst

Processing Copy for New Hires only

Date 09-01-87

OPF Finance No 000/00-0000

PS Form 50-B, July 1985 (Exception to SF 50)

U.S. GOVERNMENT PRINTING OFFICE : 1986 O - 154-779

Exhibit 280, Form 50-B for RCA Appointment from Register

290 Dual Job Accessions (NOA Code 959)

291 Definition

Creation of a dual job record, with the same Social Security Number, for an employee who is serving in a dual capacity. See ELM 323.6 for general explanation, prerequisites, and appointment requirements.

292 Elements

Complete the following elements on Form 50-B (see sample worksheet, Exhibit 290):

a. *Mandatory Elements:* 1, 4, 56, 65, 79, 93, 96.

b. *Optional Elements:* 18, 19, 20, 60, 63, 64, 66, 68, 69, 72, 77, 95, 97.

c. *Optional Standard Remark Codes:* 548, 559, 569.

293 Additional Information

a. See ELM 422.5 and 323.6 for more information on dual appointments. See Appendix B for more information about dual appointments of rural carrier employees.

b. Postmaster Relief/Leave Replacements (PMR/LRs), designation 58, may have a dual appointment as PMR/LR in another installation. Placement into the PMR/LR position with Form 50 eliminates the need for postmasters to transfer hours; however, the dual position must be terminated when it is no longer necessary because no office should have more than one PMR/LR.

c. RCAs, RCRs, and PMR/LRs who are considered for dual appointments as casuals must meet the eligibility requirements for casual employment as provided in EL-311, 261.32 and 261.33.

d. The National Agreement provides the definition and use of the supplemental work force. Casuals are limited to two 90-day terms of casual employment in a calendar year. In addition to such employment, casuals may be reemployed during the Christmas period for not more than 21 days. Therefore, RCAs, RCRs, and PMR/LRs may be appointed to dual positions as casuals for only two 90-day terms of casual employment in a calendar year, and a 21-day term of employment during the Christmas period. A tracking method must be developed for timely terminations of dual appointments and to avoid pay adjustments.

e. Dual employment must not interfere with the primary job function.

f. Tracking work hours for employees appointed to dual positions is essential to controlling the payment of Fair Labor Standards Act (FLSA) overtime. This is particularly important when work is performed at two different installations. Each installation head must closely monitor work hours and coordinate job schedules.

g. RCAs, RCRs, and PMR/LRs who are appointed in dual positions as casuals are paid at the appropriate salary rate for work in each position. Any overtime is paid at the appropriate FLSA rate. Any FLSA overtime that may be due as a result of combining the weekly hours worked in both positions is paid as an automatic adjustment the following pay period. Such overtime cost is charged to the RCA, RCR or PMR/LR position.

h. When work is performed in both the RCA, RCR position, *and* the casual position during the same pay period, separate checks are issued for the RCA/RCR work and the casual work. Work hours are properly reported for each category and applicable finance numbers.

i. When work is performed in both the PMR/LR and the casual position during the same pay period, only one check is issued. This check has the finance number of the primary (PMR/LR) position. The total hours and dollars paid for performing in both positions is charged to the finance number and labor distribution code of the primary position. The casual work hours may be reported as loaned hours from the primary job finance number to the secondary job finance number on Form 1236, *Transfer Loan and Training Hours.*

j. Refer to ELM Chapter 4 for additional pay administration information.

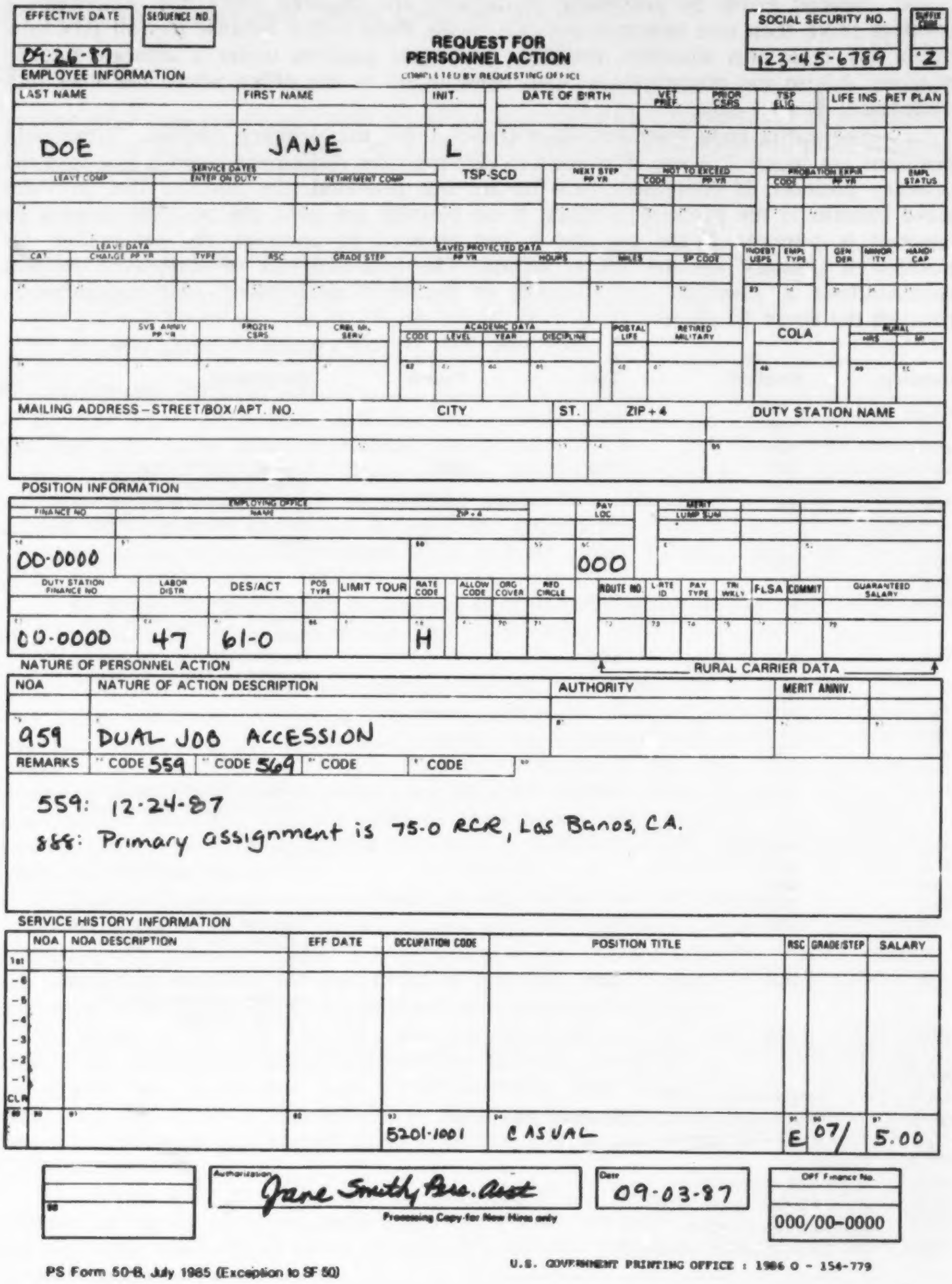
k. Special Form 50 processing procedures are required when dual employment involves more than one nonrural position in the same office because payroll problems occur. To avoid this situation, establish the casual position under a separate finance number. Advise the postmaster to loan work hours to the office where the work was performed.

l. The suffix code (element 4) is coded 1 for the primary position. Subsequent positions are coded 2, 3, etc. The position that provides retirement benefits is always the primary position. If retirement benefits are not provided, the position that provides leave benefits is the primary position. If no benefits are paid, the position covered by contract is primary. If the position is not covered by contract, the designation 5X position is primary and the 6X is second. The following list of acceptable position combinations is provided for guidance in properly establishing dual appointments through the Form 50 process:

Primary	Second	Third	Fourth	Comments
4X/X	77/0	73/0		
4X/X	77/0			
4X/X	73/0			
58/0	58/0	58/0	58/0	Must be established at four different finance numbers.
58/0	6X/X			Establish the 6X/X position in a different finance number from the 58/0.
73/0	6X/X			
73/0	58/0			
75/0	58/0	6X/X		Establish the 6X/X position in a different finance number from 58/0.
75/0	58/0	58/0		The two 58/0 positions must be established finance numbers.
75/0	58/0			
75/0	6X/X			
75/0	58/9			
77/0	73/0			
77/0	78/0			
77/0	58/0	6X/X		Establish the 6X/X position in a different finance number from 58/0.
77/0	6X/X			
77/0	58/0			
78/0	58/0			
78/0	6X/X			
78/0	58/0	6X/X		Establish the 6X/X position in a different finance number from 58/0
78/0	58/0	58/0		The two 58/0 positions must be established under different finance numbers.
78/0	58/9			

Key:

4X/X	Part Time Flexible (PTF)
58/0	Postmaster Relief/Leave Replacement (PMR/LR)
58/9	Temporary Postmaster
6X/X	Casual
73/0	Substitute Rural Carrier
75/0	Rural Carrier Relief (RCR)
77/0	Auxiliary Rural Carrier
78/0	Rural Carrier Associate (RCA)



EFFECTIVE DATE 09-26-87 SEQUENCE NO.

REQUEST FOR PERSONNEL ACTION
COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO. 123-45-6789 SUFFIX CODE Z

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG	LIFE INS.	RET PLAN
DOE	JANE	L						

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	SAVED PROTECTED DATA GRADE STEP	SAVED PROTECTED DATA PP YR	SAVED PROTECTED DATA HOURS	SAVED PROTECTED DATA MILES	SAVED PROTECTED DATA SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP

	SVS ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	ACADEMIC DATA LEVEL	ACADEMIC DATA YEAR	ACADEMIC DATA DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI

MAILING ADDRESS – STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	EMPLOYING OFFICE ZIP + 4		PAY LOC		MERIT LUMP SUM		
00-0000				000				

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	L RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	47	61-0			H										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
959	DUAL JOB ACCESSION			

REMARKS CODE 559 CODE 569 CODE CODE

559: 12-24-87
888: Primary assignment is 75-0 RCR, Los Banos, CA.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CLR								
				5201-1001	CASUAL	E	07/	5.00

Authorization Jane Smith Pers. Asst
Processing Copy for New Hires only

Date 09-03-87

OPF Finance No. 000/00-0000

PS Form 50-B, July 1985 (Exception to SF 50)

U.S. GOVERNMENT PRINTING OFFICE : 1986 O - 154-779

Exhibit 290, Form 50-B for Dual Job Accession

Employment Forms

Form No.	Title	Preparation Instructions	Use
Appointment Forms			
OMB 1-9	Employment Eligibility Verification	Appointee completes Part 1 and provides proof of employment eligibility. Appointing official verifies.	Verification of citizenship.
SF 15	Claim for 10-point Veteran Preference	Appointee prepares one form. Appointing official verifies.	Use if appointee claims 10-point preference (disability, spouse, widow/widower, mother).
TSP 19	Transfer of Thrift Savings Plan Information Between Agencies	Appointing official prepares.	Use for employees transferring from another agency. Automates deductions from pay.
Form 50	Request for Personnel Action	Appointing Official prepares worksheet.	Processing personnel actions.
Form 61	Appointment Affidavit	Prepare original only.	
Form 62	Agency Request to Pass Over a Preference Eligible	Appointing Official prepares and submits to OPM.	Authority to Pass Over a CPS veteran.
Form 66	Official Personnel Folder	See 131 and ELM 314.13 and .14.	Holds permanent and temporary employment documents.
SF 75	Request for Preliminary Employment Data	Send to losing agency.	Use to request employment data from previous federal agency.
Form 85	Nonsensitive Security Clearance	Appointee completes one. Appointing Officer forwards to Postal Inspection Service.	Security clearance.
SF 144/Form 144	Statement of Prior Federal Civilian and Military Service	Appointee completes Part 1, appointing official verifies and completes reverse.	Use to compute leave and retirement service computation dates.
CSC 813	Request for Verification of Military Status	Appointee completes. Appointing Official forwards to military finance center.	Verification of campaign service.
Form 1216	Employee's Current Mailing Address	Appointee completes.	Provides current address and telephone number. Also used for notification of address change. May be used in conjunction with employment at local discretion.
Form 1476	PSDS EMR Items Transcript	Appointing Official prepares and forwards to PSDS office.	Use in PSDS Offices to notify timekeeping unit of hire.
Form 2181A	Authorization and Release	Appointee completes.	Authorization for Preemployment screening.

Exhibit 210a (p. 1), Employment Forms

Form No.	Title	Preparation Instructions	Use
Form 2485	Certificate of Medical Examination	All items relating to appointee's fitness for position must be answered and appointee must sign in ink. See ELM 864.	Assessing medical risk.
Form 2488	Authorization and Release	Appointee completes.	Authorization for release of medical information.
Form 2489	Disability Code List	Medical Officer completes; appointing officer verifies.	Recording disability codes.
Form 2591	Application for Employment.	Appointee completes. Appointing official reviews to verify veterans preference, and to be sure appointee has followed instructions. Must be signed and dated in ink by appointee	
Form 2591A	Applicant's Statement of Selective Service Registration Status	Appointee completes. Appointing Officer verifies.	Verification of selective service registration status for males born after 12/31/59.
SF 3108	Application to Make Service Credit Payment for Civilian Service (FERS)	Appointee completes.	Annuity credit for noncareer service prior to 1/1/89.
Form 3666	Certification of Disability	Referring agency prepares.	Verification of eligibility for noncompetitive appointment.
Form 5902	Request for VA Medical Survey	Appointing Official or Medical Unit prepares and forwards to VA.	Collection of medical information from Veterans Administration.
Payroll Forms			
TSP 1	Thrift Savings Plan Election Form	Appointee prepares and submits during appropriate open season.	
Form 1192	Authorization for Purchase of U.S. Savings Bonds	Appointee prepares original only.	Use if appointee wants to authorize purchase of bonds through payroll allotments.
W-4	Employee's Withholding Exemption Certificate	Appointee prepares one.	Federal tax withholding.
	State & Local Tax Withholding Forms	Appointee prepares one each.	State and applicable local tax withholding.
Insurance Forms			
TSP 3	Designation of Beneficiary-Thrift Savings Plan	Appointee prepares.	Required if appointee wants to change standard order of precedence.
SF 1152	Designation of Beneficiary (Unpaid Compensation of Deceased Civilian Employee)	Prepare in duplicate and forward to OPM as indicated on form.	Required if appointee wants to change standard order of precedence.

Exhibit 210a (p. 2), Employment Forms

Form No.	Title	Preparation Instructions	Use
SF 2808	Designation of Beneficiary, CSRS	Prepare in duplicate and forward to OPM as indicated on form.	Required if appointee wants to change standard order of precedence.
SF 2809	Health Benefits Registration Form	Prepare according to instructions on form.	Required for initial registration, enrollment, or cancellation of coverage.
SF 2810	Notice of Change in Health Benefits	Prepare according to instructions on form.	Use for enrollment changes not covered by SF 2809 (e.g., transfer in of coverage in conjunction with transfer from another agency).
SF 2817	Life Insurance Election (FEGLI)	Prepare according to instructions on form. Prepare Form 50 for FEGLI changes (NOA 881).	Use for election of optional insurance coverage.
SF 2817B	FEGLI (17 pg booklet)	Give to appointee.	Appointee uses to determine choices of optional insurance.
SF 2822	FEGLI-Federal Employees Group Life Insurance	Personnel Official prepares portion, examining physician completes portion and mails to FEGLI.	Appointee uses to apply for insurance.
SF 2823	Designation of Beneficiary (FEGLI)	Prepare as indicated on form.	Required if appointee wants to change standard order of precedence.
SF 3102	Designation of Beneficiary-FERS	Appointee prepares.	Required if appointee wants to change standard order of precedence.
Drivers' Forms*			
OF-346	U.S. Government Motor Vehicle Operator's Identification Card	Driving instructor prepares.	Certification of ability to operate a government-owned vehicle.
Form 2480	Driving Record	Appointee prepares.	Provides license number and states where licenses held.
Form 4582	Application for Permit and Operator's Record.		
Form 4583	Physical Fitness Inquiry for Motor Vehicle Operators.	Appointee prepares a portion; medical officer completes remainder.	Preemployment medical for suitability determination. Also used in conjunction with periodic medical exams for certain drivers.
Form 5905	Request to Administer Drivers' Road Test	PO prepares a portion; driving instructor prepares portion.	Requests road test and transmits pass/fail rating to requestor.

*Required only if appointee is required to operate a government vehicle.

Exhibit 210a (p. 3), Employment Forms

(Element 11)

The code for element 11 is a single alphabetic character and indicates an employee's eligibility to contribute to the Thrift Savings Plan. Element 11 must be completed for all career appointments, all conversions to career and all career transfers.

Acceptable codes for element 11 are:

I Ineligible for two open seasons (noncareer employees are always coded I and will remain ineligible as long as they are noncareer). Use for all employees who receive a career appointment or are converted to career who were not previously eligible to contribute to TSP.

E Eligible immediately. Use only for career transfers from another federal agency where the transferring employee is currently eligible to contribute. Code E is used whether or not the employee is contributing. Form TSP 19, Transfer of Thrift Savings Plan Information Between Agencies, must be completed for these employees.

R Ineligible for one open season. Use for all career appointments when the employee was eligible to contribute to TSP during a previous career appointment. It does not matter whether the employee actually contributed to TSP during the previous career appointment. All that is required is that the employee was eligible to contribute.

An employee hired for a career appointment or converted to career status is not eligible to contribute to the Thrift Savings Plan until the second open season following the appointment date.

If the TSP Code is in error, prepare a Form 50, NOA 002, to correct it. The effective date of the correction Form 50 action is April 11, 1987 for employees who were on the rolls prior to April 11, 1987. For all other employees, the effective date of the correction Form 50 is the date of the appointing personnel action.

Exhibit 210b, Thrift Savings Plan Code

Retirement Plan Codes
(Element 13)

With the passage of Public Law 98.21, all postal employees first hired after December 31, 1983 became subject to mandatory Social Security coverage. With the passage of this law, the need became apparent for a federal retirement system that would complement Social Security. The system that accomplishes this was effective on January 1, 1987 with the establishment of the Federal Employees' Retirement System (FERS).

Retirement Plan Codes Effective January 1, 1987

Beginning with Pay Period 2, 1987, the following retirement plan codes are to be used when completing element 13 of Form 50:

Code	Coverage	Description
1	CSRS	To be in this retirement plan an employee must have received an initial career appointment prior to 1/1/84 and any subsequent breaks in service must have been less than one year.
2	FICA	All noncareer employees are placed in this retirement code.
3*	CSRS	Identical to retirement plan 1 but it is restricted to Inspectors.
4	Reemployed Annuitant	This plan is restricted to CSRS retirees who are subsequently reemployed. The salary for the position must be reduced by the annuity the retiree is receiving. This retirement plan can be used for both career and noncareer positions.
5	CSRS Offset (CSRS/FICA)	To be in this retirement plan an employee must have 5 years of creditable civilian service prior to 1/1/87. An employee who receives an initial career appointment and has 5 years creditable civilian service (FICA only, CSRS only, or a combination) prior to 1/1/87 is placed in this plan. An employee who had a previous career appointment and subsequent break in service of over a year is also placed in this plan provided he had five years of creditable civilian service prior to 1/1/87.
6*	CSRS Offset (CSRS/FICA)(Dual)	This is the same as retirement plan 5 but is restricted to Inspectors.
7	Reserved	This plan is not available to the field.
8	FERS	All career employees whose initial career appointment was 1/1/84 or later and who had less than 5 years creditable civilian service prior to 1/1/87 are in this retirement plan; also anyone who had an initial career appointment prior to 1/1/84, a subsequent break in service of more than 1 year and has less than 5 years of creditable civilian service prior to 1/1/87.
9*	FERS	This is the same as retirement plan 8 but is restricted to Inspectors.
A	FERS With Frozen CSRS Service	This retirement plan is limited to employees who were previously in CSRS or CSRS Offset and who elected to become subject to FERS. They also have frozen civilian service of at least 5 years.
B*	FERS With Frozen CSRS Service	This is the same as retirment plan A but is restricted to Inspectors.

*Postal Inspectors Only.

Exhibit 210c (p. 1), Retirement Plan Codes

All employees hired for career appointments or converted to career status beginning January 1, 1987 and later are covered by FERS and are to be coded 8 or 9 (Inspectors only) except for those employees who:

(1) Prior to the appointment had 5 or more years of creditable civilian service (see Exhibit 210d to determine whether any or all prior civilian service is "creditable") prior to January 1, 1987 under either CSRS, Social Security, or a combination of CSRS and Social Security, or

(2) Were previously covered under CSRS only and had a break in service of 365 days or less, or

(3) Prior to this appointment had been covered by CSRS only, had a break in service of 366 days or more and had 5 years of creditable civilian service prior to January 1, 1987.

Employees who fall under (1) or (3) will have a retirement plan code of 5 or 6 and will be in the offset system. Employees who fall under (2) will have a retirement plan code of 1 or 3 and will be under CSRS only. Employees who are placed in the offset system (retirement plan code 5 or 6) must have the following statement in the remarks section of their Form 50:

Employee has------years of creditable civilian service.

Employees who will be placed under CSRS must continue to have one of the following statements in the remarks section of the Form 50:

Employed under CSRS from-----to-----separation less than 366 days;

or

Transferred to USPS (date required). Continuous CSRS coverage from----, without a break in service.

Automatic FERS Coverage

On January 1, 1987 the following groups of employees were automatically converted to FERS:

I. Career employees newly hired on or after January 1, 1984 who had no previous creditable civilian federal service prior to their career appointment;

2. Employees converted to career status on or after January 1, 1984 whose total creditable civilian service prior to January 1, 1987 was less than five years;

3. Employees who were hired for career appointments and had a break in service of 366 days or more and whose total creditable civilian service under Civil Service Retirement System (CSRS) through December 31, 1986 was less than 5 years.

Exceptions

The following employees remained in the CSRS offset and did not automatically convert to FERS January 1, 1987:

I. Career employees hired on or after January 1, 1984 whose creditable civilian service equals 5 or more years (without regard to any deposit or redeposit requirements) prior to January 1, 1987;

Exhibit 210c (p. 2), Retirement Plan Codes

2. Employees converted to career on or after January 1, 1984 whose total creditable civilian service will be 5 or more years prior to January 1, 1987 (without regard to any deposit or redeposit requirements);

3. Employees who were hired as career on or after January 1, 1984 with a break in service of 366 or more days whose creditable civilian service was 5 or more years by December 31, 1986.

Creditable civilian service includes previous time under CSRS, CSRS offset, and FICA regardless of the dates during which such service was performed.

Note: Use only creditable civilian service to make this determination. Do not use military service to determine retirement coverage.

Exhibit 210c (p. 3), Retirement Plan Codes

Leave Computation Date
and
Retirement Computation Date
(Elements 14 and 16)

Leave Computation Dates (LCD) and Retirement Computation Dates (RCD) are dates used to determine benefits that are based on prior civilian federal or military service for all career employees. LCDs and RCDs are not calculated for noncareer employees (see ELM 512).

Leave Computation Date

The LCD is used to determine the rate at which an employee accrues annual leave (4 hours per pay period for a career employee with less than 3 years of creditable service; 6 hours per pay period for a career employee with 3 but less than 15 years of service; and 8 hours per pay period for a career employee with 15 or more years of creditable service).

Generally, both military and civilian service are used in computing the years of service which determine an employee's annual leave category. (See ELM 512.2 for full description of creditable service.)

In some cases, it may be advisable to place newly hired military retirees in the lowest annual leave category pending verification of prior creditable military service. To correct the LCD, prepare Form 50, NOA 882, when verification of the claimed campaign/expedition service is received.

Retirement Computation Date

The RCD is used to determine the date from which years of service creditable for retirement eligibility is based.

Generally, both civilian and military service performed for the federal government is creditable for retirement purposes.

Time Credit. Generally, full time credit is allowed for periods of government employment between the dates of an employee's appointment and separation.

Full-time credit is not allowed when an employee is serving on a "when-actually-employed" basis or when an employee is in non-pay status in excess of 6 months in a calendar year. See ELM 562.265 for rules on retirement credit for employees in nonpay status.

Form 144, Statement of Prior Federal Civilian and Military Service

The appointee completes Part I of Form 144 to claim military service or periods of civilian service.

The personnel office verifies the service claimed and computes a leave and retirement computation date. The dates must be recomputed whenever an action occurs which might change the LCD or RCD. Such actions include, but are not limited to:

a. Any career accession.
b. Any conversion to career.
c. Any deposit for post 1956 military service.

Exhibit 210d (p. 1), Leave and Retirement Computation Date

d. Receipt of an OPF or of days actually worked (for WAE service) documenting an employee's former service (if not included in computation for accession or conversion action).

e. Receipt of CSC Form 813, *Verification of Military Retiree's Service in Nonwartime Campaigns and Expeditions*, verifying campaign service for military retirees.

f. Leave of absence for more than 6 months in a calendar year (i.e., LWOP, suspension, furlough, AWOL), except when the entire time is creditable due to employee receiving OWCP benefits or granted LWOP to serve in employee organizations, or because of military service.

g. Waiver of or formal intent to waive military retired pay.

Note: LCDs and RCDs computed on Forms 144, *Statement of Prior Federal Civilian and Military Service*, should be transferred to Form 50 in elements 14 and 16.

How to Compute a LCD or RCD

If an employee has no prior creditable service, the date of the career appointment is both the LCD and RCD. If an employee has prior creditable service, the computation date will be the date obtained by subtracting the total of his or her previous service from employee's entrance on duty date. The back of Form 144 may be used to compute and record the LCD and RCD.

Adding and Subtracting Calendar Dates

Numerical Equivalent Date. When adding or subtracting calendar dates, the first step is to convert the dates to a year-month-day equivalent. Use the last two digits of the year, the number of the month in the year, and the number of the day. For example, calendar date July 31, 1977 converts to 77-07-31. (The last two digits of the year are 77; July is the 7th month of the year; 31 is the day of the month.) Note that each element of the numerical calendar date (year-month-day) is separated by a hyphen (-).

Adding. Add each date column separately, as follows:

Year	**Month**	**Day**
77	07	31
65	07	14
142	14	45

Subtracting. Work each element of the calendar date separately beginning with day, then month and finally year. Change the elements of the date from which subtracting when it is necessary to make the calculation possible. For this purpose, each month is equivalent to 30 days and 12 months are equivalent to one year.

In the example below, the enter on duty date is being subtracted from the separation date in order to calculate the days, months and years of service for this period of employment. Add 1 day to the separation date to credit the employee for the last day of employment. Begin subtraction in the day column. Since you cannot subtract 14 from 8, borrow 30 days from the month figure, add the borrowed 30 days to the day figure, then subtract the days. In the month column, the same situation arises. You cannot subtract 10 from 7, so borrow 12 months from the year, add the borrowed 12 months to the month figure, and subtract the months. The result of these calculations shows the period of employment equals 8 years, 9 months and 24 days of service.

Exhibit 210d (p. 2), Leave and Retirement Computation Date

Year	Month	Day
73	19	38
74 (borrow 12)	08 (borrow 30)	08
65	10	14
08	09	24

Converting to a realistic calendar date. The answer obtained when one period of service (or the sum of several periods of service) is subtracted from a calendar date will not always be a realistic date. The months may be zero (0) or more than 12; the day may be zero (0) or more than the maximum number of calendar days for the months shown. When the subtraction results in an unrealistic month-day relationship, the date must be converted to a realistic one. (Remember that during a leap year, February has 29 days instead of its usual 28 days. A leap year occurs every four years--1988, 1992, 1996, 2000, etc.) For example, if computed date is 78-00-35, subtract 31 days (because January has 31 days) and change date to 78-01-04. If computed date is 88-03-00, converted to 88-02-29.

Methods of Computation

Method #1

Add together all ending dates of service. From this figure, subtract the total of all beginning dates of service, and convert the result to a year-month-day figure. When this method of calculation is used, the back of the SF 144 may be used as a worksheet. In the example below, the employee entered on duty October 29, 1979, and had prior service from July 14, 1965 to July 27, 1974 and from July 14, 1975 to July 28, 1975.

The first step is to enter the appointment and separation dates in the appropriate columns on the 144. Add 1 day to the separation date of each period of service unless another period of service begins the next consecutive day. This is necessary because separations are effective at the end of the day and failure to add the "1" would result in the separation day not being counted.

Then, add the separation dates:	74-07-27 75-07-28 +2 149-14-57
Add the appointment dates:	65-07-14 75-07-14 79-10-29 219-24-57
Subtract the separation figures from the appointment figures:	219-24-57 149-14-57 70-10-00
Convert to realistic calendar date:	70-09-30

Exhibit 210d (p. 3), Leave and Retirement Computation Date

Method #2

Compute the amount of creditable service for each period of service and total these amounts. For each period of service, add 1 day to the separation date to insure that the day the employee separates is counted in your computations. To obtain the computation date, subtract total creditable service from the EOD date. When this method of calculation is used, the calculations may be done on a separate sheet and the results then recorded on the back of the SF 144. In the example below, the same entry on duty and prior service dates are used as were used in Method #1.

75-07-28^{29*}	Ending Date	0-15	Prior Service
75-07-14	Beginning Date	09-00-14	Prior Service
00-15	Creditable Service	09-00-29	Prior Creditable Svc

74-07-27^{28*}	Ending Date	79-10-29	EOD Date
65-07-14	Beginning Date	09-00-29	Prior Creditable Svc
09-00-14		70-10-00	= 70-09-30

When adjustment may be necessary. Because all months are not of equal length (some have 30 days, some have 31 days and February has 28 or 29 days), occasionally computation dates for a person with continuous service will result in the computed date differing from the date on which service really began. In these cases, the computation date should be adjusted so that it reflects the actual date on which the employee began the period of continuous federal service.

The method you use is up to you; each has its advantages and disadvantages. Method #1 requires fewer steps for calculation and the back of the Form 144 can be used. One disadvantage is that three and four-digit figures are often used in the calculations, increasing the opportunity for mathematical errors; also, where periods of service have overlapped (such as military active duty for training during a period of civilian employment or concurrent employment in two agencies), it is very easy to inadvertently give double credit for the service.

Method #2 computes service chronologically, thus eliminating the chance of giving the employee double credit for service And, since only one or two-digit figures are used, the chance for error in addition or subtraction is reduced. The disadvantages are that more individual computations are required and the calculations will not fit on the back of the Form 144.

Exhibit 210d (p. 4), Leave and Retirement Computation Date

		Creditable for	
	Des.	Retirement	Leave
Civilian Service			
USPS Positions			
Substitute Rural Carrier	73	YES[2]	YES
SRC serving vacant route	72	YES	YES
Temporary Sub Rural Carrier	74	YES[1]	NO
Rural Carrier Relief	75	YES[1]	NO
Service after 1/1/89		NO	NO
Auxiliary Rural Carrier	77		
Service before 1/1/77		YES[2]	YES
Service after 1/1/77		YES[2]	NO
Service after 1/1/89		NO	NO
Rural Carrier Associate	78	YES[1]	NO
Service after 1/1/89		NO	NO
RCA serving vacant route	74	YES	NO
Service after 1/1/89		NO	NO
Postmaster Relief/Leave Replacement	58-0		
Service before 7/22/47		NO	YES
Service on or after 7/22/47		YES[1]	YES
Service after 1/1/77		YES[1]	NO
Service after 1/1/89		NO[6]	NO
Casual	6X		
Service before 1/1/77		YES	YES
Service after 1/1/77		YES	NO
Service after 1/1/89		NO[6]	NO
Temporary Postmaster (OIC)	58-9		
Service before 1/1/77		YES[2]	YES
Service after 1/1/77		YES[2]	NO
Service after 1/1/89		NO[6]	NO
Part Time Flexible CSRS/OFFSET		YES[2]	YES
Part Time Regular CSRS/OFFSET		YES[2,3]	YES
Full Time Regular CSRS/OFFSET		YES[2,3]	YES
Part Time Flexible FERS			
Service before 1/1/89		YES[2,5]	YES
Service after 1/1/89		YES[4]	YES
Part Time Regular FERS			
Service before 1/1/89		YES[2,3,5]	YES
Service after 1/1/89		YES[4,5]	YES
Full Time Regular FERS			
Service before 1/1/89		YES[2,3,5]	YES
Service after 1/1/89		YES[4,5]	YES

---

[1] This is *when-actually-employed* (WAE) service. Credit only for days actually worked.

[2] Periods during which employee was on furlough or LWOP are creditable only if the periods of absence in the aggregate do not exceed 6 months in any calendar year.

[3] If employee is granted LWOP to serve as full time officer of an employee organization composed primarily of federal/postal employees and declines to continue retirement coverage (see ELM 562.264), this time is not creditable for retirement purposes.

[4] Credit if contributions to FERS basic were withheld and the FERS contributions have not been withdrawn.

[5] Credit for service under CSRS prior to transferring to FERS or becoming subject to FERS

[6] Service is not creditable if employee is covered by FERS

Exhibit 210d (p. 5), Creditable Service

Military Service	**Creditable for Retirement**	**Creditable for Leave**
A period of active military service terminated before 1956 under honorable conditions	YES	YES
A period of active military service terminated after 1956 under honorable conditions	see [4,5]	YES
A period of active military service terminated under conditions other than honorable	NO	NO
Military retiree (not for combat or war-incurred disability)--periods of active military service during wartime or in a campaign or expedition for which a campaign badge is authorized	NO[1]	YES[2]
Military retiree (not for combat or war-incurred disability)--active military service totals less than 20 years	NO[1]	NO[2]
Military retiree (not for combat or war-incurred disability)--On November 30, 1964, the employee was employed in a civilian office to which the Annual and Sick Leave Act applied and continues to be employed in a civilian capacity without a break in civilian service of more than 30 days (see ELM 512.223).	NO[1]	YES
Active military service after December 31, 1956 when the person is receiving or on application would be entitled to receive monthly old age or survivor benefits under Social Security	YES[4]	YES[3]
Military retiree based on disability from injury or disease received in combat	YES[6]	YES[6]
Military retiree--disability caused by instrumentality of war during combat	YES[6]	YES[6]

[1] Employee could receive credit for service for retirement only if employee waived military retired pay. A deposit may also be required.

[2] Credit only periods during wartime and campaigns and expeditions for which a campaign badge is authorized

[3] When person is a military retiree not because of combat or war-incurred disability, and the person is not otherwise entitled to full credit for the service, limit the creditable service to periods during wartime and campaigns and expeditions for which a campaign badge is authorized.

[4] If employed prior to 10/1/82 under CSRS will receive credit, but retirement credit is recalculated at age 62 unless deposit is made.

[5] CSRS: Employee must complete deposit if employed on or after 10/1/82. If so, the service is creditable. FERS: deposit required. If deposit is made, the service is creditable.

[6] Obtain verification of the reason for the military retiree's disability pension from the appropriate military retired pay finance center (or designated Department of Defense office).

Exhibit 210d (p. 6), Military Service

Part II – Determination of Creditable Service for Retirement Computation Date

(For Year Below, Show Last Two Numbers, for Months Show Numerical Equivalent)

Instructions:
(a) Enter date of appointment and date of separation from official records.
(b) Add 1 to the seperation day because separation day is recorded as of close of business (COB).
(c) Add all appointment dates and total noncreditable service.
(d) Add all separation dates.
(e) Subtract total separation dates from total appointment dates.*

Creditable Service *(List Only Periods That are Creditable for Retirement Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
Individuals *first* employed under the CSR System on or after 10 01 82, receive CSR credit for post 1956 military service only if a deposit is made for the military service. If the employee is receiving (or has applied for) military retired pay, include creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Verify status if "Notice of Award" or official documentation to substantiate this is not attached. Casual, temporary, or other noncareer civilian employment with the Postal Service, Federal Government, or District of Columbia is creditable for retirement purposes.	78	10	11	86	04	11 +1
Entrance on Duty Date (+)	86	04	12			
Total Noncreditable Service *(i.e., Lost Time, LWOP in Excess of 6 Months)* (+)	164	14	23	86	04	12
Total (a)	86	04	12	(b)		
Retirement Computation Date	78	10	11			
(a) (b)						

Part III – Determination of Creditable Service for Leave Computation Date

(For Year Below, Show Only Last Two Numbers, for Months Show Numerical Equivalent)

Instructions: Follow instructions "(a)" through "(e)" in Section II above.

Creditable Service *(Leave Computation Date)* *(List Only Periods That are Creditable for Leave Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
A deposit for creditable post 1956 military service is not required to receive credit for leave accrual purposes. If the employee is receiving (or has applied for) military retired pay, include all creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Otherwise, include only partial credit as indicated in ELM 512.223 b. Casual or temporary employment with the Postal Service performed after January 1, 1977, is *not* creditable for leave purposes. Temporary or other noncareer employment with the Federal Government or District of Columbia is not creditable for leave purposes regardless of when performed. All sub rural carrier service creditable for leave and retirement.	78	10	11	86	04	11 +1
Entrance on Duty Date (+)	86	04	12			
Total Noncreditable Service (+)	164	14	23			
Total (a)	86	04	12	(b) 86	04	12
Leave Computation Date	78	10	11			
(a) (b)						

*When the days or the months below are equal to or greater than the number above, borrow one month (30 days) or one year (12 months) from the month or year column. When you subtract one day from the first of a month or when you subtract one month from the last day of the month, the answer must be the last day of the preceding month.

Examples: If a person with one month prior service entered on duty March 31, 1978, his service would be Feb. 28, 1978.
If a person with one day prior service entered on duty March 1, 1978, his service date would be Feb. 28, 1978.

PS Form **144**, June 1986 *(Reverse)*

★ USGPO 1987 - 181-700/64780

Part II – Determination of Creditable Service for Retirement Computation Date

(For Year Below, Show Last Two Numbers, for Months Show Numerical Equivalent)

Instructions:
(a) Enter date of appointment and date of separation from official records.
(b) Add 1 to the separation day because separation day is recorded as of close of business (COB).
(c) Add all appointment dates and total noncreditable service.
(d) Add all separation dates.
(e) Subtract total separation dates from total appointment dates.*

Creditable Service *(List Only Periods That are Creditable for Retirement Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
Individuals *first* employed under the CSR System on or after 10 01 82, receive CSR credit for post 1956 military service only if a deposit is made for the military service. If the employee is receiving (or has applied for) military retired pay, include creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c Verify status if "Notice of Award" or official documentation to substantiate this is not attached. Casual, temporary, or other noncareer civilian employment with the Postal Service, Federal Government, or District of Columbia is creditable for retirement purposes.	83	10	01	88	01	29 +1
7 mos, 25 days LWOP in calendar year 1987. Six months "free", so 1 month, 25 days deducted from leave and retirement computation dates.		01	25			
Entrance on Duty Date (+)	88	01	30			
Total Noncreditable Service *(i.e., Lost Time, LWOP in Excess of 6 Months)* (+)	171	12	56	88	01	30
Total (a)	88	01	30	(b)		
Retirement Computation Date	83	11	26			
(a)-(b)						

Part III – Determination of Creditable Service for Leave Computation Date

(For Year Below, Show Only Last Two Numbers, for Months Show Numerical Equivalent)

Instructions: Follow instructions "(a)" through "(e)" in Section II above.

Creditable Service *(Leave Computation Date)* *(List Only Periods That are Creditable for Leave Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
A deposit for creditable post 1956 military service is not required to receive credit for leave accrual purposes. If the employee is receiving (or has applied for) military retired pay, include all creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Otherwise, include only partial credit as indicated in ELM 512.223 b. Casual or temporary employment with the Postal Service performed after January 1, 1977, is *not* creditable for leave purposes. Temporary or other noncareer employment with the Federal Government or District of Columbia is not creditable for leave purposes regardless of when performed.	83	10 01	01 25	88	01	29 +1
1 month, 25 days deducted for LWOP in 1987.						
Entrance on Duty Date (+)	88	01	30			
Total Noncreditable Service (+)	171	12	56			
Total (a)	88	01	30	(b) 88	01	30
Leave Computation Date	83	11	26			
(a)-(b)						

*When the days or the months below are equal to or greater than the number above, borrow one month (30 days) or one year (12 months) from the month or year column. When you subtract one day from the first of a month or when you subtract one month from the last day of the month, the answer must be the last day of the preceding month.

Examples: If a person with one month prior service entered on duty March 31, 1978, his service would be Feb. 28, 1978.
If a person with one day prior service entered on duty March 1, 1978, his service date would be Feb. 28, 1978.

PS Form 144, June 1986 *(Reverse)*

☆ USGPO 1987 - 181-700/64780

Exhibit 210d (p. 8)

Part II — Determination of Creditable Service for Retirement Computation Data

(For Year Below, Show Last Two Numbers, for Months Show Numerical Equivalent)

Instructions:
- (a) Enter date of appointment and date of separation from official records.
- (b) Add 1 to the separation day because separation day is recorded as of close of business (COB).
- (c) Add all appointment dates and total noncreditable service.
- (d) Add all separation dates.
- (e) Subtract total separation dates from total appointment dates.*

Creditable Service *(List Only Periods That are Creditable for Retirement Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
Individuals *first* employed under the CSR System on or after 10-01-82, receive CSR credit for post-1956 military service only if a deposit is made for the military service. If the employee is receiving (or has applied for) military retired pay, include creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Verify status if "Notice of Award" or official documentation to substantiate this is not attached. Casual, temporary, or other noncareer civilian employment with the Postal Service, Federal Government, or District of Columbia is creditable for retirement purposes.	87 88	08 02	15 27	87 88	12 05 12	31 20 +2 08*
Time actually worked (12 mos, 8 days) as PMR/LR credited for retirement. Time on rolls as casual and temporary postmaster credited.	*do not add day for WAE time					
Entrance on Duty Date (+)	88	05	21			
Total Noncreditable Service *(i.e., Lost Time, LWOP in Excess of 6 Months)* (+)	261 ~~263~~	39 ~~15~~	63	175	29	61
Total (a)	175	29	61	(b)		
Retirement Computation Date	86	10	02			
(a) (b)						

Part III — Determination of Creditable Service for Leave Computation Date

(For Year Below, Show Only Last Two Numbers, for Months Show Numerical Equivalent)

Instructions: Follow instructions "(a)" through "(e)" in Section II above.

Creditable Service *(Leave Computation Date)* *(List Only Periods That are Creditable for Leave Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
A deposit for creditable post-1956 military service is not required to receive credit for leave accrual purposes. If the employee is receiving (or has applied for) military retired pay, include all creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Otherwise, include only partial credit as indicated in ELM 512.223 b. Casual or temporary employment with the Postal Service performed after January 1, 1977, is *not* creditable for leave purposes. Temporary or other noncareer employment with the Federal Government or District of Columbia is not creditable for leave purposes regardless of when performed. No noncareer service creditable for leave.						
Entrance on Duty Date (+)	88	05	21			
Total Noncreditable Service (+)						
Total (a)				(b)		
Leave Computation Date	88	05	21			
(a)-(b)						

*When the days or the months below are equal to or greater than the number above, borrow one month (30 days) or one year (12 months) from the month or year column. When you subtract one day from the first of a month or when you subtract one month from the last day of the month, the answer must be the last day of the preceding month.

Examples: If a person with one month prior service entered on duty March 31, 1978, his service would be Feb. 28, 1978.
If a person with one day prior service entered on duty March 1, 1978, his service date would be Feb. 28, 1978.

PS Form 144, June 1986 *(Reverse)*

☆ U.S.G.P.O.: 1987 - 181-708/64780

Exhibit 210d (p. 9)

Part II — Determination of Creditable Service for Retirement Computation Date

(For Year Below, Show Last Two Numbers, for Months Show Numerical Equivalent)

Instructions:
- (a) Enter date of appointment and date of separation from official records.
- (b) Add 1 to the separation day because separation day is recorded as of close of business (COB).
- (c) Add all appointment dates and total noncreditable service.
- (d) Add all separation dates.
- (e) Subtract total separation dates from total appointment dates.*

Creditable Service *(List Only Periods That are Creditable for Retirement Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
Individuals *first* employed under the CSR System on or after 10 01 82, receive CSR credit for post 1956 military service only if a deposit is made for the military service. If the employee is receiving (or has applied for) military retired pay, include creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Verify status if "Notice of Award" or official documentation to substantiate this is not attached. Casual, temporary, or other noncareer civilian employment with the Postal Service, Federal Government, or District of Columbia is creditable for retirement purposes. 412 days (1 yr, 7 mos, 1 day) RCR/RCA service credited for retirement. Military service not creditable unless/until employee makes deposit.				01	07	01
Entrance on Duty Date (+)	87	11	21			
Total Noncreditable Service *(i.e., Lost Time, LWOP in Excess of 6 Months)* (+) Minus -	01	07	01	01	07	01
Total (a)	86	04	20	(b)		
Retirement Computation Date						
(a) (b)						

Part III — Determination of Creditable Service for Leave Computation Date

(For Year Below, Show Only Last Two Numbers, for Months Show Numerical Equivalent)

Instructions: Follow instructions "(a)" through "(e)" in Section II above.

Creditable Service *(Leave Computation Date)* *(List Only Periods That are Creditable for Leave Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
A deposit for creditable post 1956 military service is not required to receive credit for leave accrual purposes. If the employee is receiving (or has applied for) military retired pay, include all creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Otherwise, include only partial credit as indicated in ELM 512.223 b. Casual or temporary employment with the Postal Service performed after January 1, 1977, is not creditable for leave purposes. Temporary or other noncareer employment with the Federal Government or District of Columbia is not creditable for leave purposes regardless of when performed. Military service creditable for leave.	76	10	31	80	10	30 +1
Entrance on Duty Date (+)	87	11	21			
Total Noncreditable Service (+)	163	21	52			
Total (a)	80	10	31	(b) 80	10	31
Leave Computation Date	83	11	21			
(a) (b)						

*When the days or the months below are equal to or greater than the number above, borrow one month (30 days) or one year (12 months) from the month or year column. When you subtract one day from the first of a month or when you subtract one month from the last day of the month, the answer must be the last day of the preceding month.

Examples: If a person with one month prior service entered on duty March 31, 1978, his service would be Feb. 28, 1978.
If a person with one day prior service entered on duty March 1, 1978, his service date would be Feb. 28, 1978.

PS Form 144, June 1986 *(Reverse)*

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Exhibit 210d (p. 10)

Part II — Determination of Creditable Service for Retirement Computation Date

(For Year Below, Show Last Two Numbers, for Months Show Numerical Equivalent)

Instructions:
- (a) Enter date of appointment and date of separation from official records.
- (b) Add 1 to the separation day because separation day is recorded as of close of business (COB).
- (c) Add all appointment dates and total noncreditable service.
- (d) Add all separation dates.
- (e) Subtract total separation dates from total appointment dates.*

Creditable Service *(List Only Periods That are Creditable for Retirement Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
Individuals *first* employed under the CSR System on or after 10-01-82, receive CSR credit for post-1956 military service only if a deposit is made for the military service. If the employee is receiving (or has applied for) military retired pay, include creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Verify status if "Notice of Award" or official documentation to substantiate this is not attached. Casual, temporary, or other noncareer civilian employment with the Postal Service, Federal Government, or District of Columbia is creditable for retirement purposes. Time on rolls as Temp. PM credited. 368 days actually worked (1 yr, 5 mos) as PMR/LR credited.	87 88	08 02	15 27	87 88 - 01	12 05 05	31 20 +2 00
Entrance on Duty Date (+)	88	05	21			
Total Noncreditable Service *(i.e., Lost Time, LWOP in Excess of 6 Months)* (+)	262 [illegible]	27 [illegible]	63	176	22	53
Total (a)	176	22	53	(b)		
Retirement Computation Date (a)-(b)	86	05	10			

Part III — Determination of Creditable Service for Leave Computation Date

(For Year Below, Show Only Last Two Numbers, for Months Show Numerical Equivalent)

Instructions: Follow instructions "(a)" through "(e)" in Section II above.

Creditable Service *(Leave Computation Date)* *(List Only Periods That are Creditable for Leave Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
A deposit for creditable post-1956 military service is not required to receive credit for leave accrual purposes. If the employee is receiving (or has applied for) military retired pay, include all creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Otherwise, include only partial credit as indicated in ELM 512.223 b. Casual or temporary employment with the Postal Service performed after January 1, 1977, is *not* creditable for leave purposes. Temporary or other noncareer employment with the Federal Government or District of Columbia is not creditable for leave purposes regardless of when performed. Noncareer service is not creditable for leave.						
Entrance on Duty Date (+)	88	05	21			
Total Noncreditable Service (+)						
Total (a)				(b)		
Leave Computation Date (a)-(b)	88	05	21			

*When the days or the months below are equal to or greater than the number above, borrow one month (30 days) or one year (12 months) from the month or year column. When you subtract one day from the first of a month or when you subtract one month from the last day of the month, the answer must be the last day of the preceding month.

Examples: If a person with one month prior service entered on duty March 31, 1978, his service would be Feb. 28, 1978.
If a person with one day prior service entered on duty March 1, 1978, his service date would be Feb. 28, 1978.

PS Form 144, June 1986 *(Reverse)*

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Exhibit 210d (p. 11)

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Part II — Determination of Creditable Service for Retirement Computation Date

(For Year Below, Show Last Two Numbers, for Months Show Numerical Equivalent)

Instructions:
- (a) Enter date of appointment and date of separation from official records.
- (b) Add 1 to the separation day because separation day is recorded as of close of business (COB).
- (c) Add all appointment dates and total noncreditable service.
- (d) Add all separation dates.
- (e) Subtract total separation dates from total appointment dates.*

Creditable Service *(List Only Periods That are Creditable for Retirement Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
Individuals *first* employed under the CSR System on or after 10-01-82, receive CSR credit for post-1956 military service only if a deposit is made for the military service.						
If the employee is receiving (or has applied for) military retired pay, include creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Verify status if "Notice of Award" or official documentation to substantiate this is not attached. Casual, temporary, or other noncareer civilian employment with the Postal Service, Federal Government, or District of Columbia is creditable for retirement purposes.	88	09	27	88	11	05 +1
				01	01	17
RCR/RCA time actually worked (01 yr, 01 mo, 17 days) creditable. RCA-serving-vacant-rt time on rolls creditable.						
Entrance on Duty Date (+)	88	11	05			
Total Noncreditable Service *(i.e., Lost Time, LWOP in Excess of 6 Months)* (+)	176	20	32	89	12	23
Total (a)	89	12	23	(b)		
Retirement Computation Date	87	08	09			
(a)-(b)						

Part III — Determination of Creditable Service for Leave Computation Date

(For Year Below, Show Only Last Two Numbers, for Months Show Numerical Equivalent)

Instructions: Follow instructions "(a)" through "(e)" in Section II above.

Creditable Service *(Leave Computation Date)* *(List Only Periods That are Creditable for Leave Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
A deposit for creditable post-1956 military service is not required to receive credit for leave accrual purposes. If the employee is receiving (or has applied for) military retired pay, include all creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Otherwise, include only partial credit as indicated in ELM 512.223 b. Casual or temporary employment with the Postal Service performed after January 1, 1977, is *not* creditable for leave purposes. Temporary or other noncareer employment with the Federal Government or District of Columbia is not creditable for leave purposes regardless of when performed.						
Noncareer service not creditable for leave.						
Entrance on Duty Date (+)	88	11	05			
Total Noncreditable Service (+)						
Total (a)						
Leave Computation Date						
(a)-(b)						

*When the days or the months below are equal to or greater than the number above, borrow one month (30 days) or one year (12 months) from the month or year column. When you subtract one day from the first of a month or when you subtract one month from the last day of the month, the answer must be the last day of the preceding month.

Examples: If a person with one month prior service entered on duty March 31, 1978, his service would be Feb. 28, 1978.
If a person with one day prior service entered on duty March 1, 1978, his service date would be Feb. 28, 1978.

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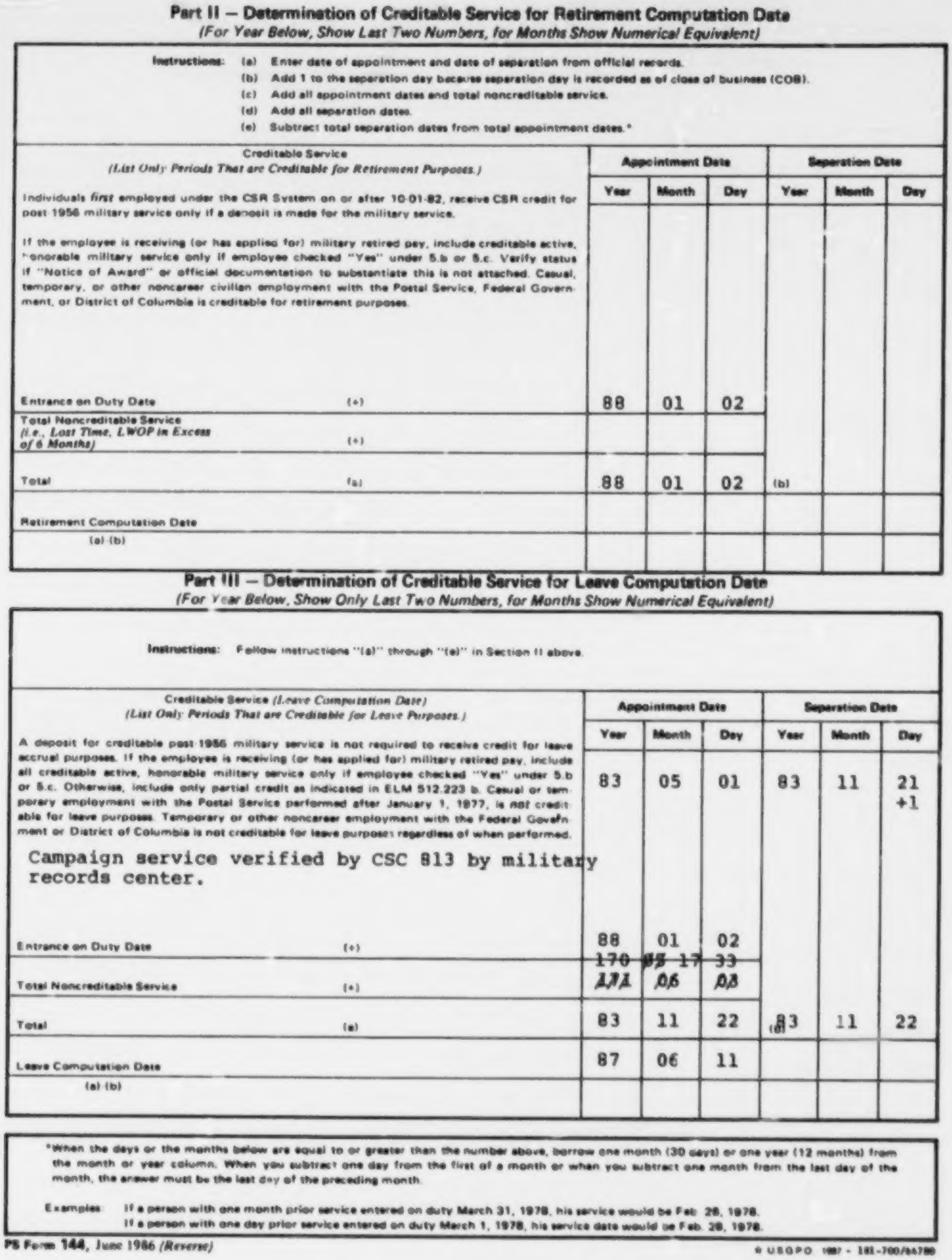

Part II – Determination of Creditable Service for Retirement Computation Date

(For Year Below, Show Last Two Numbers, for Months Show Numerical Equivalent)

Instructions:
(a) Enter date of appointment and date of separation from official records.
(b) Add 1 to the separation day because separation day is recorded as of close of business (COB).
(c) Add all appointment dates and total noncreditable service.
(d) Add all separation dates.
(e) Subtract total separation dates from total appointment dates.*

Creditable Service *(List Only Periods That are Creditable for Retirement Purposes.)*		Appointment Date			Separation Date		
Individuals *first* employed under the CSR System on or after 10-01-82, receive CSR credit for post 1956 military service only if a deposit is made for the military service. If the employee is receiving (or has applied for) military retired pay, include creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Verify status if "Notice of Award" or official documentation to substantiate this is not attached. Casual, temporary, or other noncareer civilian employment with the Postal Service, Federal Government, or District of Columbia is creditable for retirement purposes.		Year	Month	Day	Year	Month	Day
Entrance on Duty Date	(+)	88	01	02			
Total Noncreditable Service *(i.e., Lost Time, LWOP in Excess of 6 Months)*	(+)						
Total	(a)	88	01	02	(b)		
Retirement Computation Date							
(a) (b)							

Part III – Determination of Creditable Service for Leave Computation Date

(For Year Below, Show Only Last Two Numbers, for Months Show Numerical Equivalent)

Instructions: Follow instructions "(a)" through "(e)" in Section II above.

Creditable Service *(Leave Computation Date)* *(List Only Periods That are Creditable for Leave Purposes.)*		Appointment Date			Separation Date		
A deposit for creditable post 1956 military service is not required to receive credit for leave accrual purposes. If the employee is receiving (or has applied for) military retired pay, include all creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Otherwise, include only partial credit as indicated in ELM 512.223 b. Casual or temporary employment with the Postal Service performed after January 1, 1977, is *not* creditable for leave purposes. Temporary or other noncareer employment with the Federal Government or District of Columbia is not creditable for leave purposes regardless of when performed. Campaign service verified by CSC 813 by military records center.		Year	Month	Day	Year	Month	Day
		83	05	01	83	11	21 +1
Entrance on Duty Date	(+)	88	01	02			
Total Noncreditable Service	(+)	170 171	05 17 06	33 03			
Total	(a)	83	11	22	(b) 83	11	22
Leave Computation Date		87	06	11			
(a) (b)							

*When the days or the months below are equal to or greater than the number above, borrow one month (30 days) or one year (12 months) from the month or year column. When you subtract one day from the first of a month or when you subtract one month from the last day of the month, the answer must be the last day of the preceding month.

Examples: If a person with one month prior service entered on duty March 31, 1978, his service would be Feb. 28, 1978.
If a person with one day prior service entered on duty March 1, 1978, his service date would be Feb. 28, 1978.

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Exhibit 210d (p. 13)

Part II — Determination of Creditable Service for Retirement Computation Date

(For Year Below, Show Last Two Numbers, for Months Show Numerical Equivalent)

Instructions:
(a) Enter date of appointment and date of separation from official records.
(b) Add 1 to the separation day because separation day is recorded as of close of business (COB).
(c) Add all appointment dates and total noncreditable service.
(d) Add all separation dates.
(e) Subtract total separation dates from total appointment dates.*

Creditable Service *(List Only Periods That are Creditable for Retirement Purposes.)*		Appointment Date			Separation Date		
		Year	Month	Day	Year	Month	Day
Individuals *first* employed under the CSR System on or after 10-01-82, receive CSR credit for post 1956 military service only if a deposit is made for the military service. If the employee is receiving (or has applied for) military retired pay, include creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Verify status if "Notice of Award" or official documentation to substantiate this is not attached. Casual, temporary, or other noncareer civilian employment with the Postal Service, Federal Government, or District of Columbia is creditable for retirement purposes. All service creditable for retirement		76 77 78	12 06 03	10 01 01	76 77 87	12 12 10	31 31 30 +3
Entrance on Duty Date	(+)	87	10	31			
Total Noncreditable Service *(i.e., Lost Time, LWOP in Excess of 6 Months)*	(+)	317 ~~318~~	~~29~~ 41 ~~31~~	103 ~~43~~	240	34	95
Total	(a)	240	34	95	(b)		
Retirement Computation Date (a)-(b)		77	07	08			

Part III — Determination of Creditable Service for Leave Computation Date

(For Year Below, Show Only Last Two Numbers, for Months Show Numerical Equivalent)

Instructions: Follow instructions "(a)" through "(e)" in Section II above.

Creditable Service *(Leave Computation Date)* *(List Only Periods That are Creditable for Leave Purposes.)*		Appointment Date			Separation Date		
		Year	Month	Day	Year	Month	Day
A deposit for creditable post 1956 military service is not required to receive credit for leave accrual purposes. If the employee is receiving (or has applied for) military retired pay, include all creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Otherwise, include only partial credit as indicated in ELM 512.223 b. Casual or temporary employment with the Postal Service performed after January 1, 1977, is *not* creditable for leave purposes. Temporary or other noncareer employment with the Federal Government or District of Columbia is not creditable for leave purposes regardless of when performed. Casual service after 1977 not creditable for leave.		76 78	12 03	10 01	76 87	12 10	31 30 +2
Entrance on Duty Date	(+)	87	10	31			
Total Noncreditable Service	(+)	241	24 ~~25~~	72 ~~42~~			
Total	(a)	163	22	63	(b) 163	22	63
Leave Computation Date (a) (b)		78	02	09			

*When the days or the months below are equal to or greater than the number above, borrow one month (30 days) or one year (12 months) from the month or year column. When you subtract one day from the first of a month or when you subtract one month from the last day of the month, the answer must be the last day of the preceding month.

Examples: If a person with one month prior service entered on duty March 31, 1978, his service would be Feb. 28, 1978.
If a person with one day prior service entered on duty March 1, 1978, his service date would be Feb. 28, 1978.

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Exhibit 210d (p. 14)

Part II – Determination of Creditable Service for Retirement Computation Date

(For Year Below, Show Last Two Numbers, for Months Show Numerical Equivalent)

Instructions:
(a) Enter date of appointment and date of separation from official records.
(b) Add 1 to the separation day because separation day is recorded as of close of business (COB).
(c) Add all appointment dates and total noncreditable service.
(d) Add all separation dates.
(e) Subtract total separation dates from total appointment dates.*

Creditable Service *(List Only Periods That are Creditable for Retirement Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
Individuals *first* employed under the CSR System on or after 10-01-82, receive CSR credit for post-1956 military service only if a deposit is made for the military service. If the employee is receiving (or has applied for) military retired pay, include creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Verify status if "Notice of Award" or official documentation to substantiate this is not attached. Casual, temporary, or other noncareer civilian employment with the Postal Service, Federal Government, or District of Columbia is creditable for retirement purposes.						
Entrance on Duty Date (+)	75	01	20			
Total Noncreditable Service *(i.e., Lost Time, LWOP in Excess of 6 Months)* (+)						
Total (a)				(b)		
Retirement Computation Date	75	01	20			
(a)-(b)						

Part III – Determination of Creditable Service for Leave Computation Date

(For Year Below, Show Only Last Two Numbers, for Months Show Numerical Equivalent)

Instructions: Follow instructions "(a)" through "(e)" in Section II above.

Creditable Service *(Leave Computation Date)* *(List Only Periods That are Creditable for Leave Purposes.)*	Appointment Date			Separation Date		
	Year	Month	Day	Year	Month	Day
A deposit for creditable post-1956 military service is not required to receive credit for leave accrual purposes. If the employee is receiving (or has applied for) military retired pay, include all creditable active, honorable military service only if employee checked "Yes" under 5.b or 5.c. Otherwise, include only partial credit as indicated in ELM 512.223 b. Casual or temporary employment with the Postal Service performed after January 1, 1977, is *not* creditable for leave purposes. Temporary or other noncareer employment with the Federal Government or District of Columbia is not creditable for leave purposes regardless of when performed. Employee in service during WWII; therefore, all military service is creditable (see ELM Exhibit 512.223a).	50	02	01	52	04	28 +1
Entrance on Duty Date (+)	75	01	20			
Total Noncreditable Service (+)	124 ~~125~~	~~02~~ 14 ~~03~~	52 ~~21~~			
Total (a)	52	04	29	(b) 52	04	29
Leave Computation Date	72	10	23			
(a)-(b)						

*When the days or the months below are equal to or greater than the number above, borrow one month (30 days) or one year (12 months) from the month or year column. When you subtract one day from the first of a month or when you subtract one month from the last day of the month, the answer must be the last day of the preceding month.

Examples: If a person with one month prior service entered on duty March 31, 1978, his service would be Feb. 28, 1978.
If a person with one day prior service entered on duty March 1, 1978, his service date would be Feb. 28, 1978.

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Thrift Savings Plan Service Computation Date
(Element 17)

Element 17 contains the Thrift Savings Plan Service Computation Date (TSP-SCD). This date is completed for employees hired for career appointments, converted to career status or transferring in as career. (See Retirement Code Exhibit 210c for determination of retirement coverage.)

The TSP-SCD determines vesting in the automatic one percent contribution to each FERS employee's Thrift Savings Plan account. Career FERS employees must have 3 years of creditable civilian service to be vested in this automatic contribution. THE TSP-SCD IS NEVER SET PRIOR TO JANUARY 1, 1984 REGARDLESS OF HOW MUCH CREDITABLE CIVILIAN SERVICE THE EMPLOYEE HAS.

Example: Employee with 4 years previous career postal service (10/1/79 to 9/30/83) is reinstated 10/1/87. Though prior service was under CSRS, he had a break in service of more than 1 year and total service under CSRS through 12/31/86 was less than 5 years. Therefore, he will now be employed under FERS. His retirement computation date is 10/01/83, but his TSP-SCD is 1/1/84 because the TSP-SCD is never set prior to 1/1/84 regardless of the amount of creditable civilian service.

The TSP-SCD for CSRS employees (Retirement Plan Code 1, 3, 5 or 6), on the rare occasions that this will occur, is also either January 1, 1984 or later. The reason for this is that reemployed individuals who are under CSRS have 6 months to switch to FERS (even if employee formally elected not to switch to FERS in previous appointment). If they switch, the TSP-SCD will already be in element 17.

Example: Employees appointed 12/30/83 resign 12/30/84. On 12/15/85 they are reinstated. Since their original appointment was before 1/1/84, their retirement plan was under CSRS. Now that they have been reinstated within 365 days of coverage under CSRS, they keep CSRS coverage and have 6 months to switch to FERS. A TSP-SCD equal to their total creditable civilian service is entered on the accession Form 50 so if they switch within 6 months, their TSP-SCD will show proper credit for their former service.

All creditable civilian service used for retirement eligibility is used to determine TSP-SCD. (Military service is never creditable for TSP-SCD.) Creditable civilian service includes civilian service without regard to any deposit or redeposit requirement.

The TSP-SCD is always expressed in months, days, and years--for example, a TSP-SCD of June 12, 1986, becomes 06-12-86. If the TSP-SCD is in error, prepare a Form 50, NOA 002 to correct it. The effective date of the Form 50 is April 11, 1987, for employees who were on the rolls prior to April 11, 1987. For all others the effective date of the Form 50 is the date of the appointing personnel action.

Exhibit 210e, Thrift Savings Plan Svc Comp Date

Step Increase Waiting Periods Converted to Pay Periods
(Element 18)

Waiting Periods

Pay Periods 1989	26	48	44	22	17	13	12
12-17 (1)	0190	2390	1990	2389	1889	1489	1389
12-31 (2)	0290	2490	2090	2489	1989	1589	1489
01-14 (3)	0390	2590	2190	2589	2089	1689	1589
01-28 (4)	0490	2690	2290	2689	2189	1789	1689
02-11 (5)	0590	0191	2390	0190	2289	1889	1789
02-25 (6)	0690	0291	2490	0290	2389	1989	1889
03-11 (7)	0790	0391	2590	0390	2489	2089	1989
03-25 (8)	0890	0491	2690	0490	2589	2189	2089
04-08 (9)	0990	0591	0191	0590	2689	2289	2189
04-22 (10)	1090	0691	0291	0690	0190	2389	2289
05-07 (11)	1189	0790	0390	0789	0289	2488	2388
05-20 (12)	1290	0891	0491	0890	0390	2589	2489
06-03 (13)	1390	0991	0591	0990	0490	2689	2589
06-17 (14)	1490	1091	0691	1090	0590	0190	2689
07-01 (15)	1590	1191	0791	1190	0690	0290	0190
07-15 (16)	1690	1291	0891	1290	0790	0390	0290
07-29 (17)	1790	1391	0991	1390	0890	0490	0390
08-12 (18)	1890	1491	1091	1490	0990	0590	0490
08-26 (19)	1990	1591	1191	1590	1090	0690	0590
09-09 (20)	2090	1691	1291	1690	1190	0790	0690
09-23 (21)	2190	1791	1391	1790	1290	0890	0790
10-07 (22)	2290	1891	1491	1890	1390	0990	0890
10-21 (23)	2390	1991	1591	1990	1490	1090	0990
11-04 (24)	2490	2091	1691	2090	1590	1190	1090
11-18 (25)	2590	2110	1791	2190	1690	1290	1190
12-02 (26)	2690	2291	1891	2290	1790	1390	1290

Exhibit 210f, PSI Waiting Period Chart

1989 Casuals

Eff. Date	NTE	Eff. Date	NTE	Eff. Date	NTE
01/01/89	04/01/89	02/10/89	05/11/89	03/22/89	06/20/89
01/02/89	04/02/89	02/11/89	05/12/89	03/23/89	06/21/89
01/03/89	04/03/89	02/12/89	05/13/89	03/24/89	06/22/89
01/04/89	04/04/89	02/13/89	05/14/89	03/25/89	06/23/89
01/05/89	04/05/89	02/14/89	05/15/89	03/26/89	06/24/89
01/06/89	04/06/89	02/15/89	05/16/89	03/27/89	06/25/89
01/07/89	04/07/89	02/16/89	05/17/89	03/28/89	06/26/89
01/08/89	04/08/89	02/17/89	05/18/89	03/29/89	06/27/89
01/09/89	04/09/89	02/18/89	05/19/89	03/30/89	06/28/89
01/10/89	04/10/89	02/19/89	05/20/89	03/31/89	06/29/89
01/11/89	04/11/89	02/20/89	05/21/89	04/01/89	06/30/89
01/12/89	04/12/89	02/21/89	05/22/89	04/02/89	07/01/89
01/13/89	04/13/89	02/22/89	05/23/89	04/03/89	07/02/89
01/14/89	04/14/89	02/23/89	05/24/89	04/04/89	07/03/89
01/15/89	04/15/89	02/24/89	05/25/89	04/05/89	07/04/89
01/16/89	04/16/89	02/25/89	05/26/89	04/06/89	07/05/89
01/17/89	04/17/89	02/26/89	05/27/89	04/07/89	07/06/89
01/18/89	04/18/89	02/27/89	05/28/89	04/08/89	07/07/89
01/19/89	04/19/89	02/28/89	05/29/89	04/09/89	07/08/89
01/20/89	04/20/89	03/01/89	05/30/89	04/10/89	07/09/89
01/21/89	04/21/89	03/02/89	05/31/89	04/11/89	07/10/89
01/22/89	04/22/89	03/03/89	06/01/89	04/12/89	07/11/89
01/23/89	04/23/89	03/04/89	06/02/89	04/13/89	07/12/89
01/24/89	04/24/89	03/05/89	06/03/89	04/14/89	07/13/89
01/25/89	04/25/89	03/06/89	06/04/89	04/15/89	07/14/89
01/26/89	04/26/89	03/07/89	06/05/89	04/16/89	07/15/89
01/27/89	04/27/89	03/08/89	06/06/89	04/17/89	07/16/89
01/28/89	04/28/89	03/09/89	06/07/89	04/18/89	07/17/89
01/29/89	04/29/89	03/10/89	06/08/89	04/19/89	07/18/89
01/30/89	04/30/89	03/11/89	06/09/89	04/20/89	07/19/89
01/31/89	05/01/89	03/12/89	06/10/89	04/21/89	07/20/89
02/01/89	05/02/89	03/13/89	06/11/89	04/22/89	07/21/89
02/02/89	05/03/89	03/14/89	06/12/89	04/23/89	07/22/89
02/03/89	05/04/89	03/15/89	06/13/89	04/24/89	07/23/89
02/04/89	05/05/89	03/16/89	06/14/89	04/25/89	07/24/89
02/05/89	05/06/89	03/17/89	06/15/89	04/26/89	07/25/89
02/06/89	05/07/89	03/18/89	06/16/89	04/27/89	07/26/89
02/07/89	05/08/89	03/19/89	06/17/89	04/28/89	07/27/89
02/08/89	05/09/89	03/20/89	06/18/89	04/29/89	07/28/89
02/09/89	05/10/89	03/21/89	06/19/89	04/30/89	07/29/89

Exhibit 210g (p. 1), Casual 90-Day Tracking Chart

Eff. Date	NTE	Eff. Date	NTE	Eff. Date	NTE
05/01/89	07/30/89	06/10/89	09/08/89	07/20/89	10/18/89
05/02/89	07/31/89	06/11/89	09/09/89	07/21/89	10/19/89
05/03/89	08/01/89	06/12/89	09/10/89	07/22/89	10/20/89
05/04/89	08/02/89	06/13/89	09/11/89	07/23/89	10/21/89
05/05/89	08/03/89	06/14/89	09/12/89	07/24/89	10/22/89
05/06/89	08/04/89	06/15/89	09/13/89	07/25/89	10/23/89
05/07/89	08/05/89	06/16/89	09/14/89	07/26/89	10/24/89
05/08/89	08/06/89	06/17/89	09/15/89	07/27/89	10/25/89
05/09/89	08/07/89	06/18/89	09/16/89	07/28/89	10/26/89
05/10/89	08/08/89	06/19/89	09/17/89	07/29/89	10/27/89
05/11/89	08/09/89	06/20/89	09/18/89	07/30/89	10/28/89
05/12/89	08/10/89	06/21/89	09/19/89	07/31/89	10/29/89
05/13/89	08/11/89	06/22/89	09/20/89	08/01/89	10/30/89
05/14/89	08/12/89	06/23/89	09/21/89	08/02/89	10/31/89
05/15/89	08/13/89	06/24/89	09/22/89	08/03/89	11/01/89
05/16/89	08/14/89	06/25/89	09/23/89	08/04/89	11/02/89
05/17/89	08/15/89	06/26/89	09/24/89	08/05/89	11/03/89
05/18/89	08/16/89	06/27/89	09/25/89	08/06/89	11/04/89
05/19/89	08/17/89	06/28/89	09/26/89	08/07/89	11/05/89
05/20/89	08/18/89	06/29/89	09/27/89	08/08/89	11/06/89
05/21/89	08/19/89	06/30/89	09/28/89	08/09/89	11/07/89
05/22/89	08/20/89	07/01/89	09/29/89	08/10/89	11/08/89
05/23/89	08/21/89	07/02/89	09/30/89	08/11/89	11/09/89
05/24/89	08/22/89	07/03/89	10/01/89	08/12/89	11/10/89
05/25/89	08/23/89	07/04/89	10/02/89	08/13/89	11/11/89
05/26/89	08/24/89	07/05/89	10/03/89	08/14/89	11/12/89
05/27/89	08/25/89	07/06/89	10/04/89	08/15/89	11/13/89
05/28/89	08/26/89	07/07/89	10/05/89	08/16/89	11/14/89
05/29/89	08/27/89	07/08/89	10/06/89	08/17/89	11/15/89
05/30/89	08/28/89	07/09/89	10/07/89	08/18/89	11/16/89
05/31/89	08/29/89	07/10/89	10/08/89	08/19/89	11/17/89
06/01/89	08/30/89	07/11/89	10/09/89	08/20/89	11/18/89
06/02/89	08/31/89	07/12/89	10/10/89	08/21/89	11/19/89
06/03/89	09/01/89	07/13/89	10/11/89	08/22/89	11/20/89
06/04/89	09/02/89	07/14/89	10/12/89	08/23/89	11/21/89
06/05/89	09/03/89	07/15/89	10/13/89	08/24/89	11/22/89
06/06/89	09/04/89	07/16/89	10/14/89	08/25/89	11/23/89
06/07/89	09/05/89	07/17/89	10/15/89	08/26/89	11/24/89
06/08/89	09/06/89	07/18/89	10/16/89	08/27/89	11/25/89
06/09/89	09/07/89	07/19/89	10/17/89	08/28/89	11/26/89

Exhibit 210g (p. 2), Casual 90-Day Tracking Chart

Eff. Date	NTE	Eff. Date	NTE	Eff. Date	NTE
08/29/89	11/27/89	10/10/89	01/08/90	11/21/89	02/19/90
08/30/89	11/28/89	10/11/89	01/09/90	11/22/89	02/20/90
08/31/89	11/29/89	10/12/89	01/10/90	11/23/89	02/21/90
09/01/89	11/30/89	10/13/89	01/11/90	11/24/89	02/22/90
09/02/89	12/01/89	10/14/89	01/12/90	11/25/89	02/23/90
09/03/89	12/02/89	10/15/89	01/13/90	11/16/89	02/24/90
09/04/89	12/03/89	10/16/89	01/14/90	11/27/90	02/25/90
09/05/89	12/04/89	10/17/89	01/15/90	11/28/89	02/26/90
09/06/89	12/05/89	10/18/89	01/16/90	11/29/89	02/27/90
09/07/89	12/06/89	10/19/89	01/17/90	11/30/89	02/28/90
09/08/89	12/07/89	10/20/89	01/18/90	12/01/89	03/01/90
09/09/89	12/08/89	10/21/89	01/19/90	12/02/89	03/02/90
09/10/89	12/09/89	10/22/89	01/20/90	12/03/89	03/03/90
09/11/89	12/10/89	10/23/89	01/21/90	12/04/89	03/04/90
09/12/89	12/11/89	10/24/89	01/22/90	12/05/89	03/05/90
09/13/89	12/12/89	10/25/89	01/23/90	12/06/89	03/06/90
09/14/89	12/13/89	10/26/89	01/24/90	12/07/89	03/07/90
09/15/89	12/14/89	10/27/89	01/25/90	12/08/89	03/08/90
09/16/89	12/15/89	10/28/89	01/26/90	12/09/89	03/09/90
09/17/89	12/16/89	10/29/89	01/27/90	12/10/89	03/10/90
09/18/89	12/17/89	10/30/89	01/28/90	12/11/89	03/11/90
09/19/89	12/18/89	10/31/89	01/29/90	12/12/89	03/12/90
09/20/89	12/19/89	11/01/89	01/30/90	12/13/89	03/13/90
09/21/89	12/20/89	11/02/89	01/31/90	12/14/89	03/14/90
09/22/89	12/21/89	11/03/89	02/01/90	12/15/89	03/15/90
09/23/89	12/22/89	11/04/89	02/02/90	12/16/89	03/16/90
09/24/89	12/23/89	11/05/89	02/03/90	12/17/89	03/17/90
09/25/89	12/24/89	11/06/89	02/04/89	12/18/89	03/18/90
09/26/89	12/25/89	11/07/89	02/05/90	12/19/89	03/19/90
09/27/89	12/26/89	11/08/89	02/06/90	12/20/89	03/20/90
09/28/89	12/27/89	11/09/89	02/07/90	12/21/89	03/21/90
09/29/89	12/28/89	11/10/89	02/08/90	12/22/89	03/22/90
09/30/89	12/29/89	11/11/89	02/09/90	12/23/89	03/23/90
10/01/89	12/30/89	11/12/89	02/10/90	12/24/89	03/24/90
10/02/89	12/31/89	11/13/89	12/25/89	12/25/89	03/25/90
10/03/89	01/01/90	11/14/89	12/26/90	12/26/89	03/26/90
10/04/89	01/02/90	11/15/89	02/13/90	12/27/89	03/27/90
10/05/89	01/03/90	11/16/89	02/14/90	12/28/89	03/28/90
10/06/89	01/04/90	11/17/89	02/15/90	12/29/89	03/29/90
10/07/89	01/05/90	11/18/89	02/16/90	12/30/89	03/30/90
10/08/89	01/06/90	11/19/89	02/17/90	12/31/89	03/31/90
10/09/89	01/07/90	11/20/89	02/18/90		

Exhibit 210g (p. 3), Casual 90-Day Tracking Chart

Eff. Date	NTE	Eff. Date	NTE	Eff. Date	NTE
01/01/90	04/01/90	02/10/90	05/11/90	03/22/90	06/20/90
01/02/90	04/02/90	02/11/90	05/12/90	03/23/90	06/21/90
01/03/90	04/03/90	02/12/90	05/13/90	03/24/90	06/22/90
01/04/90	04/04/90	02/13/90	05/14/90	03/25/90	06/23/90
01/05/90	04/05/90	02/14/90	05/15/90	03/26/90	06/24/90
01/06/90	04/06/90	02/15/90	05/16/90	03/27/90	06/25/90
01/07/90	04/07/90	02/16/90	05/17/90	03/28/90	06/26/90
01/08/90	04/08/90	02/17/90	05/18/90	03/29/90	06/27/90
01/09/90	04/09/90	02/18/90	05/19/90	03/30/90	06/28/90
01/10/90	04/10/90	02/19/90	05/20/90	03/31/90	06/29/90
01/11/90	04/11/90	02/20/90	05/21/90	04/01/90	06/30/90
01/12/90	04/12/90	02/21/90	05/22/90	04/02/90	07/01/90
01/13/90	04/13/90	02/22/90	05/23/90	04/03/90	07/02/90
01/14/90	04/14/90	02/23/90	05/24/90	04/04/90	07/03/90
01/15/90	04/15/90	02/24/90	05/25/90	04/05/90	07/04/90
01/16/90	04/16/90	02/25/90	05/26/90	04/06/90	07/05/90
01/17/90	04/17/90	02/26/90	05/27/90	04/07/90	07/06/90
01/18/90	04/18/90	02/27/90	05/28/90	04/08/90	07/07/90
01/19/90	04/19/90	02/28/90	05/29/90	04/09/90	07/08/90
01/20/90	04/20/90	03/01/90	05/30/90	04/10/90	07/09/90
01/21/90	04/21/90	03/02/90	05/31/90	04/11/90	07/10/90
01/22/90	04/22/90	03/03/90	06/01/90	04/12/90	07/11/90
01/23/90	04/23/90	03/04/90	06/02/90	04/13/90	07/12/90
01/24/90	04/24/90	03/05/90	06/03/90	04/14/90	07/13/90
01/25/90	04/25/90	03/06/90	06/04/90	04/15/90	07/14/90
01/26/90	04/26/90	03/07/90	06/05/90	04/16/90	07/15/90
01/27/90	04/27/90	03/08/90	06/06/90	04/17/90	07/16/90
01/28/90	04/28/90	03/09/90	06/07/90	04/18/90	07/17/90
01/29/90	04/29/90	03/10/90	06/08/90	04/19/90	07/18/90
01/30/90	04/30/90	03/11/90	06/09/90	04/20/90	07/19/90
01/31/90	05/01/90	03/12/90	06/10/90	04/21/90	07/20/90
02/01/90	05/02/90	03/13/90	06/11/90	04/22/90	07/21/90
02/02/90	05/03/90	03/14/90	06/12/90	04/23/90	07/22/90
02/03/90	05/04/90	03/15/90	06/13/90	04/24/90	07/23/90
02/04/90	05/05/90	03/16/90	06/14/90	04/25/90	07/24/90
02/05/90	05/06/90	03/17/90	06/15/90	04/26/90	07/25/90
02/06/90	05/07/90	03/18/90	06/16/90	04/27/90	07/26/90
02/07/90	05/08/90	03/19/90	06/17/90	04/28/90	07/27/90
02/08/90	05/09/90	03/20/90	06/18/90	04/29/90	07/28/90
02/09/90	05/10/90	03/21/90	06/19/90	04/30/90	07/29/90

Exhibit 210g (p. 4), Casual 90-Day Tracking Chart

Eff. Date	NTE	Eff. Date	NTE	Eff. Date	NTE
05/01/90	07/30/90	06/10/90	09/08/90	07/20/90	10/18/90
05/02/90	07/31/90	06/11/90	09/09/90	07/21/90	10/19/90
05/03/90	08/01/90	06/12/90	09/10/90	07/22/90	10/20/90
05/04/90	08/02/90	06/13/90	09/11/90	07/23/90	10/21/90
05/05/90	08/03/90	06/14/90	09/12/90	07/24/90	10/22/90
05/06/90	08/04/90	06/15/90	09/13/90	07/25/90	10/23/90
05/07/90	08/05/90	06/16/90	09/14/90	07/26/90	10/24/90
05/08/90	08/06/90	06/17/90	09/15/90	07/27/90	10/25/90
05/09/90	08/07/90	06/18/90	09/16/90	07/28/90	10/26/90
05/10/90	08/08/90	06/19/90	09/17/90	07/29/90	10/27/90
05/11/90	08/09/90	06/20/90	09/18/90	07/30/90	10/28/90
05/12/90	08/10/90	06/21/90	09/19/90	07/31/90	10/29/90
05/13/90	08/11/90	06/22/90	09/20/90	08/01/90	10/30/90
05/14/90	08/12/90	06/23/90	09/21/90	08/02/90	10/31/90
05/15/90	08/13/90	06/24/90	09/22/90	08/03/90	11/01/90
05/16/90	08/14/90	06/25/90	09/23/90	08/04/90	11/02/90
05/17/90	08/15/90	06/26/90	09/24/90	08/05/90	11/03/90
05/18/90	08/16/90	06/27/90	09/25/90	08/06/90	11/04/90
05/19/90	08/17/90	06/28/90	09/26/90	08/07/90	11/05/90
05/20/90	08/18/90	06/29/90	09/27/90	08/08/90	11/06/90
05/21/90	08/19/90	06/30/90	09/28/90	08/09/90	11/07/90
05/22/90	08/20/90	07/01/90	09/29/90	08/10/90	11/08/90
05/23/90	08/21/90	07/02/90	09/30/90	08/11/90	11/09/90
05/24/90	08/22/90	07/03/90	10/01/90	08/12/90	11/10/90
05/25/90	08/23/90	07/04/90	10/02/90	08/13/90	11/11/90
05/26/90	08/24/90	07/05/90	10/03/90	08/14/90	11/12/90
05/27/90	08/25/90	07/06/90	10/04/90	08/15/90	11/13/90
05/28/90	08/26/90	07/07/90	10/05/90	08/16/90	11/14/90
05/29/90	08/27/90	07/08/90	10/06/90	08/17/90	11/15/90
05/30/90	08/28/90	07/09/90	10/07/90	08/18/90	11/16/90
05/31/90	08/29/90	07/10/90	10/08/90	08/19/90	11/17/90
06/01/90	08/30/90	07/11/90	10/09/90	08/20/90	11/18/90
06/02/90	08/31/90	07/12/90	10/10/90	08/21/90	11/19/90
06/03/90	09/01/90	07/13/90	10/11/90	08/22/90	11/20/90
06/04/90	09/02/90	07/14/90	10/12/90	08/23/90	11/21/90
06/05/90	09/03/90	07/15/90	10/13/90	08/24/90	11/22/90
06/06/90	09/04/90	07/16/90	10/14/90	08/25/90	11/23/90
06/07/90	09/05/90	07/17/90	10/15/90	08/26/90	11/24/90
06/08/90	09/06/90	07/18/90	10/16/90	08/27/90	11/25/90
06/09/90	09/07/90	07/19/90	10/17/90	08/28/90	11/26/90

Exhibit 210g (p. 5), Casual 90-Day Tracking Chart

Eff. Date	NTE	Eff. Date	NTE	Eff. Date	NTE
08/29/90	11/27/90	10/10/90	01/08/91	11/20/90	02/19/91
08/30/90	11/28/90	10/11/90	01/09/91	11/22/90	02/20/91
08/31/90	11/29/90	10/12/90	01/10/91	11/23/90	02/21/91
09/01/90	11/30/90	10/13/90	01/11/91	11/24/90	02/22/91
09/02/90	12/01/90	10/14/90	01/12/91	11/25/90	02/23/91
09/03/90	12/02/90	10/15/90	01/13/91	11/26/90	02/24/91
09/04/90	12/03/90	10/16/90	01/14/91	11/27/90	02/25/91
09/05/90	12/04/90	10/17/90	01/15/91	11/28/90	02/26/91
09/06/90	12/05/90	10/18/90	01/16/91	11/29/90	02/27/91
09/07/90	12/06/90	10/19/90	01/17/91	11/30/90	02/28/91
09/08/90	12/07/90	10/20/90	01/18/81	12/01/90	03/01/91
09/09/90	12/08/90	10/21/90	01/19/91	12/02/90	03/02/91
09/10/90	12/09/90	10/22/90	01/20/91	12/03/90	03/03/91
09/11/90	12/10/90	10/23/90	01/21/91	12/04/90	03/04/91
09/12/90	12/11/90	10/24/90	01/22/91	12/05/90	03/05/91
09/13/90	12/12/90	10/25/90	01/23/91	12/06/90	03/06/91
09/14/90	12/13/90	10/26/90	01/24/91	12/07/90	03/07/91
09/15/90	12/14/90	10/27/90	01/25/91	12/08/90	03/08/91
09/16/90	12/15/90	10/28/90	01/26/91	12/09/90	03/09/91
09/17/90	12/16/90	10/29/90	01/27/91	12/10/90	03/10/91
09/18/90	12/17/90	10/30/90	01/28/91	12/11/90	03/11/91
09/19/90	12/18/90	10/31/90	01/29/91	12/12/90	03/12/91
09/20/90	12/19/90	11/01/90	01/30/91	12/13/90	03/13/91
09/21/90	12/20/90	11/02/90	01/31/91	12/14/90	03/14/91
09/22/90	12/21/90	11/03/90	02/01/91	12/15/90	03/15/91
09/23/90	12/22/90	11/04/90	02/02/91	12/16/90	03/16/91
09/24/90	12/23/90	11/05/90	02/03/91	12/17/90	03/17/91
09/25/90	12/24/90	11/06/90	02/04/91	12/18/90	03/18/91
09/26/90	12/25/90	11/07/90	02/05/91	12/19/90	03/19/91
09/27/90	12/26/90	11/08/90	02/06/91	12/20/90	03/20/91
09/28/90	12/27/90	11/09/90	02/07/91	12/21/90	03/21/91
09/29/90	12/28/90	11/10/90	02/08/91	12/22/90	03/22/91
09/30/90	12/29/90	11/11/90	02/09/91	12/23/90	03/23/91
10/01/90	12/30/90	11/12/90	02/10/91	12/24/90	03/24/91
10/02/90	12/31/90	11/13/90	02/11/91	12/25/90	03/25/91
10/03/90	01/01/91	11/14/90	02/12/91	12/26/90	03/26/91
10/04/90	01/02/91	11/15/90	02/13/91	12/27/90	03/27/91
10/05/90	01/03/91	11/16/90	02/14/91	12/28/90	03/28/91
10/06/90	01/04/91	11/17/90	02/15/91	12/29/90	03/29/91
10/07/90	01/05/91	11/18/90	02/16/91	12/30/90	03/30/91
10/08/90	01/06/91	11/19/90	02/17/91	12/31/90	03/31/91
10/09/90	01/07/91	11/20/90	02/18/91		

Exhibit 210g (p. 6), Casual 90-Day Tracking Chart

Probation Period Chart
(Element 22)

The 90-day probation period for each bargaining career employee begins on the effective date of appointment. Probation evaluations are required at 30, 60, and 80 days of employment.

Noncareer Rural Carrier Associates also have a probation period of 90 days actually worked or 1 year, whichever comes first. Evaluations are required after 30 days actually worked or four months, 60 days actually worked or 8 months, and at 80 days actually worked or 11 months.

For further instruction on probation period management, refer to ELM 377 and Management Instruction EL-320-84-2.

Eff Date	Exp PP/Yr	30 Days	60 Days	80 Days
12-17-88	07/89	01-15-89	02-14-89	03-06-89
12-31-88	08/89	01-29-89	02-28-89	03-20-89
01-14-89	09/89	02-12-89	03-14-89	04-03-89
01-28-89	10/89	02-26-89	03-28-89	04-17-89
02-11-89	11/89	03-12-89	04-11-89	05-01-89
02-25-89	12/89	03-26-89	04-25-89	05-15-89
03-11-89	13/89	04-98-89	05-09-89	05-29-89
03-25-89	14/89	04-23-89	05-23-89	06-12-89
04-08-89	15/89	05-07-89	06-06-89	06-26-89
05-06-89	17/89	06-04-89	07-04-89	07-24-89
05-20-89	18/89	06-18-89	07-18-89	08-07-89
06-03-89	19/89	07-02-89	08-01-89	08-21-89
06-17-89	20/89	07-16-89	08-15-89	09-04-89
07-01-89	21/89	07-30-89	08-29-89	09-18-89
07-15-89	22/89	08-13-89	09-12-89	10-02-89
07-29-89	23/89	08-27-89	09-26-89	10-16-89
08-12-89	24/89	09-10-89	10-10-89	10-30-89
08-26-89	25/89	09-24-89	10-24-89	11-13-89
09-09-89	26/89	10-08-89	11-07-89	11-27-89
09-23-89	01/90	10-22-89	11-21-89	12-11-89
10-07-89	02/90	11-05-89	12-05-89	12-25-89
10-21-89	03/90	11-19-89	12-19-89	01-08-90
11-04-89	04/90	12-03-89	01-02-90	01-22-90
11-18-89	05/90	12-17-89	01-16-90	02-05-90
12-02-89	06/90	12-31-89	01-30-90	02-19-90
12-16-89	07/90	01-14-90	02-13-90	03-05-90

Exhibit 210h, Probation Period Ending/Tracking Chart

Minority Group Statistical System
(Element 36)

Minority Code Records

The USPS is required to collect and maintain minority designation code data on all employees and submit such reports, as may be required, by the Office of Personnel Management (OPM) and the Equal Employment Opportunity Commission (EEOC). The collection, maintenance, and reporting of minority designation code data must be accomplished according to procedures specified in 29 CFR 1613.301 AND .302.

Responsibility. Use the Privacy Act Statement and code table to identify the race or national original of an individual and take action as follows. No record of the employee's code is to be maintained at the local office.

1. Enter the code of a new employee in element 36 of the accession Form 50-B and process through CMS or ELRIC.

2. For an individual already employed, process Form 50 using Nature of Action Code 012, Change Minority Code. Enter the proper code in element 36. Do not make free form remarks identifying the former code or the corrected code, because this record should not appear in the employee's permanent record. Make such a Minority Code Change only in the following circumstances:

a. When the employee requests an entry of a code.

b. When other sources indicate that no code is stored in the Employee Master Record. For example, each MSC manager will receive, with the quarterly Minority Census System reports, a list of any employee who do not have minority code, sex, level or a combination of two or all three of those items. It is the MSC manager's responsibility to assure that the appropriate personnel offices promptly obtain the missing data, enter it on Form 50-A, and process the minority code change.

c. When an employee is assigned to Hawaii or Puerto Rico from another state or territory.

d. When an employee is assigned to another state or territory from Hawaii or Puerto Rico.

Procedures to Identify Race or National Origin

1. Ask the employee to read the Privacy Act Statement. Then refer to the appropriate section of the Race and National Origin chart for the geographic area to which the employee is being assigned and ask the employee to select the code that best indicates his or her race or national origin.

2. When the self-identification provided by an employee appears to be inaccurate (e.g., employee identifies self as Asian or Pacific Islander, American Indian, or Black, when it seems obvious to an untrained observer that the individual is white, or vice versa), the responsible official will advise the employee as to the purpose for which the data is being collected, the need for accuracy, the recognition of the sensitivity of the data, and the existence of procedures to prevent its unauthorized disclosure. If the employee still refuses to change the categorization, the employee's self-identification will be accepted.

3. If an individual refuses to choose a category identifying his or her race and national origin, the responsible official must advise the employee as described above. If the employee still refuses, the postal official will code the employee based on visual observance.

Exhibit 210i (p. 1), Minority Group Statistical System

Minority Group Statistical System

Minority designation codes and associated information must be used within the existing minority group statistical system described in 29 CFR 1613.302b which says in part: (Minority designation) data shall be...disclosed only in the form of gross statistics. Consequently, managers and other responsible officials are advised that, except for specific conditions and exceptions authorized in writing by the Assistant Postmaster General, Employee Relations (see exceptions below), and certain requirements of the formal EEO complaint investigation process, the linking of an individual's name or Social Security number with a minority designation code is strictly prohibited.

To satisfy procedural requirements and to safeguard the privacy of individuals, minority designation code data is stored and maintained only at the Minneapolis Postal Data Center, the USPS Headquarters Data Center, and the ELRIC. Only those centers, with appropriate approval, are authorized to retrieve minority designation code data on individual employees.

Exceptions. Exceptions to the procedures and controls may be made only with the advance written approval of the APMG, Employee Relations. Submit requests for such exceptions, in writing, for review to the Executive Director, Office of EEO, who will forward them to the appropriate approval authority. Included in this category are the following types of projects and activities:

a. All developmental and planned personnel information systems projects involving minority designation code applications.

b. All requests to data bank for retrieval of minority designation code information at locations other than the Minneapolis PDC, USPS Headquarters Data Center, and ELRIC.

c. All requests to retrieve minority designation code data from PDC or the USPS Headquarters Data Center, or ELRIC (see ELM 313.432).

Form 50 Coding. The appointee, after reading the Privacy Act Statement, should identify his or her basic racial and national origin category.

The selected code should be entered in element 36 on Form 50. This code is printed on the employee's copy of the processed Form 50, but does not appear on copies 2 and 3 (Processing Copy and OPF Copy).

Privacy Act Statement

The collection of this information is authorized by 5 USC 1302, 3301, 3304 and 7201 and 39 USC 1001. It will be used only for research and for our equal opportunity recruitment program to help ensure compliance with federal law. The information on this form will not be disclosed outside the Postal Service except to a federal representative auditing program compliance or as part of a statistical aggregate in which case your name and Social Security number (SSN) will not be involved. Completing this form is voluntary. It has no bearing on individual personnel selections. Your SSN will be used to relate the information on this form with your other federal employment records. U.S.P.S. authority to collect the SSN is provided by Executive Order 9397 of November 22, 1943.

Race and National Origin Identification

Specific Instructions: The categories below are designed to identify your basic racial and national origin category. If you are of mixed racial and/or national origin, identify yourself by the category with which you most closely identify yourself.

Exhibit 210i (p. 2), Minority Group Statistical System

Name of Category	Definition of Category
Categories for Use Outside Guam, Hawaii, and Puerto Rico	
A--American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
B--Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
C--Black, not of Hispanic origin.	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic).
D--Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
E--White, not of Hispanic	A person having origins in any of the original origin peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories.
Categories for Use in Puerto Rico	
D--Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
Y--Not Hispanic in Puerto Rico	A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico.

Exhibit 210i (p. 3), Minority Group Statistical System

Name of Category	Definition of Category
Categories for Use in Guam and Hawaii	
Z--Employees in Guam or Hawaii	Employees whose official duty station is in Guam or Hawaii.
F--Asian Indian	A person having origins in any of the original peoples of the Indian subcontinent; i.e., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan. (This code is for use in Hawaii only.)
G--Chinese	A person having origins in any of the original peoples of China. (This code is for use in Hawaii only.)
H--Filipino	A person having origins in any of the original peoples of the Philippines. (This code is for use in Hawaii only.)
J--Guamanian	A person having origins in any of the original peoples of Guam (e.g., Chamorro). (This code is for use in Hawaii only.)
K--Hawaiian	A person having origins in any of the original peoples of Hawaii. Includes persons who are part Hawaiian and identify most closely with the Hawaiian category. (This code is for use in Hawaii only.)
L--Japanese	A person having origins in any of the original peoples of Japan. (This code is for use in Hawaii only.)
M--Korean	A person having origins in any of the original peoples of Korea. (This code is for use in Hawaii only.)
N--Samoan	A person having origins in any of the original peoples of Samoa. (This code is for use in Hawaii only.)
P--Vietnamese	A person having origins in any of the original peoples of Vietnam. (This code is for use in Hawaii only.)
Q--All Other Asian or Pacific Islanders	A person having origins in any of the original peoples of Asia or the Pacific Islands not included in codes F through P above. (This code is for use in Hawaii only.)

Exhibit 210i (p. 4), Minority Group Statistical System

Disability Codes
(Element 37)

Criteria for Reporting

Disability Codes. The codes below correspond to those appearing on Form 2489, Identification of Physical/Mental Disability. These codes must be applied in determining reportable disabilities under the program. After the applicant reads the Privacy Act Statement, the examining physician enters the applicable agreed upon code on Form 2489.

Other Impairments. Other impairments, not specifically listed in the disability codes, but which are relatively static and serious enough to present a placement problem (e.g., rheumatic fever, phobia of heights, and neurological conditions), should be reported under the code which most nearly describes the affected part of the anatomy (body or mind). For example, residuals of rheumatic fever affecting the heart should be reported under Codes 80 or 81, depending on severity; and phobia of heights and neurological conditions, under Code 91.

Checking Use of Proper Code. The employee who is responsible for hiring must check the code that has been entered on Form 2489 by the examining physician against the designations in the following chart to verify that the code accurately reflects the information provided in Section E of Form 2485, Certificate of Medical Examination. In questionable cases, the appointing officer should consult the postal medical officer or contact the examining physician for clarification. In cases involving multiple disabilities, use the code which describes the impairment that would most likely result in placement difficulties. Enter the applicable code in element 37 on Form 50.

Disability Codes

Disability	Definition/Explanation	CODE
Disability not identified	Individual does not wish to have disability status officially recorded outside of medical records, or the individual, in the agency's judgment, has misidentified self.	01
No Disability	Individual does not have a disability	05
Disability Not Listed	Individual has a disability but it is not listed	06
Speech Impairments		
Severe speech malfunction or inability to speak; but has normal hearing.	Examples: defects of articulation (unclear language sounds); stuttering; aphasia (impaired language function); laryngectomy (removal of the "voice box")	13
Hearing Impairments		
Hard-of-hearing	Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid.	15
Total deafness in both ears, with understandable speech	....	16
Total deafness in both ears, and unable to speak clearly	....	17

Exhibit 210j (p. 1), Disability Codes

Disability	**Definition/Explanation**	**CODE**
Vision Impairments		
Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision	Restriction of the visual field to the extent that mobility is affected--"Tunnel vision"	22
Inability to read ordinary size print, not correctable by glasses	Can read oversized print or uses assisting devices such as glass or projector modifier	23
Blind in one eye	....	24
Blind in both eyes	No usable vision, but may have light perception	25
Missing Extremities		
One hand	....	27
One arm	....	28
One foot	....	29
One leg	....	32
Both hands or arms	....	33
Both feet or legs	....	34
One hand or arm and one foot or leg	....	35
One hand or arm and both feet or legs	....	36
Both hands or arms and one foot or leg	....	37
Both hands or arms and both feet or legs	....	38
Nonparalytic Orthopedic Impairments	Because of chronic pain, stiffness or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body	
One or both hands	....	44
One or both feet	....	45
One or both arms	....	46
One or both legs	....	47
Hip or pelvis	....	48
Back	....	49
Any combination of two or more parts of the body	....	57
Partial Paralysis	Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.	
One hand	....	61
One arm, any part	....	62
One leg, any part	....	63
Both hands	....	64
Both legs, any part	....	65
Both arms, any part	....	66
One side of body, including one arm and one leg	....	67
Three or more major parts of the body (arms and legs)	....	68

Exhibit 210j (p. 2), Disability Codes

Disability	Definition/Explanation	Code
Complete Paralysis	Because of a brain, nerve, or muscle problem,including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including legs, arms and/or trunk.	
One hand		70
Both hands		71
One arm		72
Both arms		73
One leg		74
Both legs		75
Lower half of body, including legs		76
One side of body, including one arm and one leg		77
Three or more major parts of the body (arms and legs)		78
Other Impairments		
Heart disease-with no limitation or restriction of activity	A history of heart problems with complete recovery	80
Heart disease-with limitation or restriction of activity		81
Other Impairments		
Convulsive disorder	Example: epilepsy	82
Blood disease	Examples: sickle cell anemia, leukemia, hemophilia, etc.	83
Diabetes		84
Pulmonary or respiratory disorders	Examples: tuberculosis, emphysema, asthma, etc.	86
Kidney dysfunctioning	Example: if dialysis (use of an artificial kidney machine) is required, etc.	87
Cancer-complete recovery	A history of cancer with complete recovery	88
Cancer	Undergoing surgical and/or medical treatment	89
Mental retardation	A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A.	90
Mental or emotional illness	A history of treatment for mental or emotional problems	91
Severe distortion of limbs and/or spine	Examples: dwarfism, kyphosis (severe distortion of the back), etc.	92
Disfigurement of face, hands, or feet	Examples: distortion of features on skin,such as those caused by burns, gunshot injuries, and birth defects (gross facial birth marks, club feet, etc.)	93
Learning disability	A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written); e.g., dyslexia)	94

Exhibit 210j (p. 3), Disability Codes

Service Anniversary Pay Period Year
(Element 39)

Purpose. The Service Anniversary Fay Period Year is used to differentiate bargaining unit employees who are subject to layoff from those protected from layoff under the provisions of Article VI of the National Agreement.

Definitions.

Covered--Refers to employees occupying positions covered by a collective-bargaining agreement whose terms and conditions specifically grant protection.

Protected--Refers to (l) employees protected from layoff/reduction in force due to employment in the regular work force on the date protection is granted by the collective-bargaining agreement and (2) employees appointed after the date protection is granted by collective-bargaining agreement who have completed 6 years of continuous service, having worked in at least 20 pay periods during each of the 6 years.

Entry on Form 50

A pay period 21-71 Service Anniversary PP/YR has been established for employees granted protection from layoff due to their employment status prior to September 16, 1978 (September 15, 1978 is the date of the Award of Arbitrator James J. Healy). Covered employees hired after that date have a Service Anniversary PP/YR matching the pay period and year of their appointment. The PP/YR is automatically generated in element 39.

If an employee leaves a covered bargaining-unit position, delete the Service Anniversary PP/YR by entering an asterisk in element 39.

At the end of each nonprotected employee's service anniversary year, the PDC analyzes the previous 26 pay periods to determine if the employee has met the 20 pay periods of work as defined in Article VI. If the work requirement is not met, the employee's Service Anniversary PP/YR is changed to the current year starting a new 6-year period in a non-protected status. When the employee's Service Anniversary PP/YR is changed, a Form 50 is automatically generated showing the change.

Corrections. If the Service Anniversary PP/YR is incorrect or missing for a covered employee, enter the correct PP/YR in element 39 on Form 50-A using NOA Code 002.

Reinstatement/Reemployment. If a former employee who was on the rolls on September 15, 1978 in a covered position is reinstated or reemployed, enter 21-71 in element 39 on Form 50-B. This will override any PDC-generated Service Anniversary PP/YR.

Return to a Covered Position. If a non-protected employee leaves the USPS and returns to a covered position with a break in service of less than 30 days, the Service Anniversary PP/YR will be the same as it was in the prior appointment. Enter the PP/YR in element 39 on the accession Form 50; this will override the PDC-generated Service Anniversary PP/YR.

If a nonprotected covered employee is changed to a noncovered position and returns within 2 years, credit the employee with time previously spent in the covered position as follows:

a. Calculate the fully completed anniversary years at the time the employee left the covered position and

b. Enter the pay period and year of the effective date of the personnel action moving the employee back into a covered position minus the number of previously fully completed anniversary years.

Example: A city carrier whose service anniversary PP/YR is 17/87 is promoted to supervisor in September, 1988. In January, 1989, the employee's request for return to a city carrier position is granted. The Form 50 for change to lower level will show service anniversary PP/YR of 03/88. (Employee had served one full year in the covered position. The effective date of the change to lower level action is PP 3/89. Subtracting the one completed anniversary year makes the adjusted service anniversary PP/YR 3/88.)

Exhibit 210k, Service Anniversary PP/YR Instructions

Educational Level Codes
(Element 43)

Code **Explanation**

01 = Did not complete 8th grade.
02 = Completed 8th grade.
03 = Entered 9th grade, but did not complete high school.
04 = Completed high school.
05 = Completed high school and afterwards began additional job training program without completing.
06 = Completed high school and afterwards completed additional job training program.
07 = Entered college and completed less than 30 semester hours or 45 quarter hours.
08 = Entered college and completed from 30-59 semester hours or 45-89 quarter hours.
09 = Entered college and completed from 60-89 semester hours or 90-134 quarter hours.
10 = Received two year college associate degree.
11 = Entered college and completed from 90-119 semester hours or 135-179 quarter hours.
12 = Entered college and completed 120 or more semester hours or 180 quarter hours, but did not receive bachelor's degree.
13 = Received bachelor's degree.
14 = Received bachelor's degree and performed some academic work beyond, but no higher degree.
15 = Received professional degree in dentistry, law, medicine, theology, veterinary medicine, chiropody or podiatry, optometry, and osteopathy requiring at least six academic years of study.
16 = Received professional degree as described above and performed some academic work beyond, but no higher degree.
17 = Received master's degree for Liberal Arts and Sciences after 1 or 2 academic years beyond the bachelor's degree or an advanced degree beyond the professional degree but below the Ph.D., e.g., the LL.M. in law, M.S., in surgery following the M.D.; M.S.D. Master of Science in dentistry; M.S.W., Master of Social Work.
18 = Received Master's Degree as described above and performed some academic work beyond, but no higher degree.
19 = Received sixth-year degree. For example, advanced certificate in education, certificate of advanced graduate study, Licentiate in Philosophy, Specialist in School Psychology.
20 = Received sixth-year degree as described above and performed some academic work beyond, but no higher degree.
21 = Received doctorate degree. Does not include doctor's degree covered under code 15.
22 = Received doctorate degree and performed some academic work beyond.

Exhibit 210l (p. 1), Educational Level Academic Discipline Codes

Academic Discipline Codes (Element 45)

	Agriculture and Natural Resources
0101	Agriculture, general
0102	Agronomy (field crops and crop management)
0103	Soils science (management and conservation)
0104	Animal science (husbandry)
0105	Dairy science (husbandry)
0106	Poultry science
0107	Fish, game, and wildlife management
0108	Horticulture (fruit and vegetable production)
0109	Ornamental horticulture (floriculture, nursery science)
0110	Agriculture and farm management
0111	Agriculture economics
0112	Agriculture business
0113	Food science and technology
0114	Forestry
0115	Natural resources management
0116	Agriculture and forestry technologies (baccalaureate and higher programs)
0117	Range management
0199	Other, related
	Architecture and Environmental Design
0201	Environmental design, general
0202	Architecture
0203	Interior design
0204	Landscape architecture
0205	Urban architecture
0206	City, community, and regional planning
0299	Other, related
	Area Studies
0301	Asian studies, general
0302	East Asian studies
0303	South Asian (India, etc.) studies
0304	Southeast Asian studies
0305	African studies
0306	Islamic studies
0307	Russian and Slavic studies
0308	Latin American studies
0309	Middle Eastern studies
0310	European studies, general
0311	Eastern European studies
0312	West European studies
0313	American studies
0314	Pacific area studies
0399	Other, related

Exhibit 2101 (p. 2), Academic Discipline Codes

Biological Sciences

0401	Biology, general
0402	Botany, general
0403	Bacteriology
0404	Plant pathology
0405	Plant pharmacology
0406	Plant physiology
0407	Zoology, general
0408	Pathology, human and animal
0409	Pharmacology, human and animal
0410	Physiology, human and animal
0411	Microbiology
0412	Anatomy
0413	History
0414	Biochemistry
0415	Biophysics
0416	Molecular biology
0417	Cell biology (cytology, cell physiology)
0418	Marine biology
0419	Biometrics and biostatistics
0420	Ecology
0421	Entomology
0422	Genetics
0423	Radiobiology
0424	Nutrition, scientific (excludes nutrition in home economics and dietetics)
0425	Neurosciences
0426	Toxicology
0427	Embryology
0428	Wildlife biology
0429	Other related

Business and Management

0501	Business and commerce, general
0502	Accounting
0503	Business statistics
0504	Banking and finance
0505	Investments and securities
0506	Business management and administration
0507	Operations research
0508	Hotel and restaurant management
0509	Marketing and purchasing
0510	Transportation and public utilities
0511	Real estate
0512	Insurance
0513	International business
0514	Secretarial studies (baccalaureate and higher programs)
0515	Personnel management
0516	Labor and industrial relations
0517	Business economics
0599	Other, related

Exhibit 210l (p. 3), Academic Discipline Codes

Communications

0601	Communications, general
0602	Journalism (printed media)
0603	Radio/television
0604	Advertising
0605	Communication media (use of videotape, film, etc. oriented specifically toward radio/television)
0699	Other, related

Computer and Information Sciences

0701	Computer and information science, general
0702	Information sciences and systems
0703	Data processing
0704	Computer programming
0799	Other, related

Education

0801	Education, general
0802	Elementary education, general
0803	Secondary education, general
0804	Junior high school education
0805	Higher education, general
0806	Junior and community college education
0807	Adult and continuing education
0808	Special education, general
0809	Administration of special education
0810	Education of the mentally retarded
0811	Education of the gifted
0812	Education of the deaf
0813	Education of the culturally disadvantaged
0814	Education of the visually disabled
0815	Special correction
0816	Education of the emotionally disturbed
0817	Remedial education
0818	Special learning disabilities
0819	Education of the physically disabled
0820	Education of the multiple disabled
0821	Social foundations (history and philosophy of education)
0822	Educational psychology (include learning theory)
0823	Pre-elementary education (kindergarten)
0824	Educational statistics and research
0825	Educational testing, evaluation and measurement
0826	Student personnel (counseling and guidance)
0827	Educational administration
0828	Educational supervision
0829	Curriculum and instruction
0830	Reading education (methodology and theory)
0831	Art education (methodology and theory)
0832	Music education (methodology and theory)
0833	Mathematics education (methodology and theory)

Exhibit 210l (p. 4), Academic Discipline Codes

0834	Science education (methodology and theory)
0835	Physical education
0836	Driver and safety education
0837	Health education (include family life education)
0838	Business, commerce, and distributive education
0839	Industrial arts, vocational and technical education
0898	Vocational counseling
0899	Other, related
	Engineering
0901	Engineering, general
0902	Aerospace, aeronautical and astronautical engineering
0903	Agricultural engineering
0904	Architectural engineering
0905	Bioengineering and biomedical engineering
0906	Chemical engineering (include petroleum refining)
0907	Petroleum engineering (exclude petroleum refining)
0908	Civil, construction, and transportation engineering
0909	Electrical, electronics, and communications engineering
0910	Mechanical engineering
0911	Geological engineering
0912	Geophysical engineering
0913	Industrial and management engineering
0914	Metallurgical engineering
0915	Materials engineering
0916	Ceramic engineering
0917	Textile engineering
0918	Mining and mineral engineering
0919	Engineering physics
0920	Nuclear engineering
0921	Engineering mechanics
0922	Environmental and sanitary engineering
0923	Naval architecture and marine engineering
0924	Ocean engineering
0925	Engineering technologies (baccalaureate and higher programs)
0999	Other, related
	Fine and Applied Arts
1001	Fine arts, general
1002	Art (painting, drawing, sculpture)
1003	Art history and appreciation
1004	Music (performing, composition, theory)
1005	Music (liberal arts program)
1006	Music history and appreciation (musicology)
1007	Dramatic arts
1008	Dance
1009	Applied design (ceramics, weaving, textile design, fashion design, jewelry, metal-smithing, interior decoration, commercial art)
1010	Cinematography
1011	Photography
1099	Other, related

Exhibit 210l (p. 5), Academic Discipline Codes

Foreign Languages

1101	Foreign languages, general (includes concentration on more than one foreign language without major emphasis on one language)
1102	French
1103	German
1104	Italian
1105	Spanish
1106	Russian
1107	Chinese
1108	Japanese
1109	Latin
1110	Greek, classical
1111	Hebrew
1112	Arabic
1113	Indian (Asiatic)
1114	Scandinavian languages
1115	Slavic languages (other than Russian)
1116	African languages (non-Semitic)
1199	Other, related

Health Professions

1201	Health professions, general
1202	Hospital and health care administration
1203	Nursing (baccalaureate and higher programs)
1204	Dentistry, D.D.S. or D.M.D. degree
1205	Dental specialities (work beyond first professional degree. D.D.S. or D.M.D.)
1206	Medicine, M.D. degree
1207	Medical specialities (work beyond pre-professional degree, M.D.)
1208	Occupational therapy
1209	Optometry
1210	Osteopathic medicine, D.O. degree
1211	Pharmacy
1212	Physical therapy
1213	Dental hygiene (baccalaureate and higher programs)
1214	Public health
1215	Medical record librarianship
1216	Podiatry (Pod.D. or D.P.) or podiatric medicine (D.P.M.)
1217	Biomedical communication
1218	Veterinary medicine (D.V.M. degree)
1219	Veterinary medicine specialities (work beyond first-professional degree D.V.M.)
1220	Speech pathology and audiology
1221	Chiropractic
1222	Clinical social work (medical and psychiatric and specialized rehabilitation services)
1223	Medical laboratory technologies (baccalaureate and higher programs)
1224	Dental technologies (baccalaureate and higher programs)
1225	Radiologic technologies (baccalaureate and higher programs)
1299	Other, related

Exhibit 210l (p. 6), Academic Discipline Codes

	Home Economics
1301	Home economics, general
1302	Home decoration and home equipment
1303	Clothing and textiles
1304	Consumer economics and home management
1305	Family relations and child development
1306	Food and nutrition (include dietetics)
1307	Institutional management and cafeteria management
1399	Other, related
	Law
1401	Law, general
1499	Other, related
	Letters
1501	English, general
1502	Literature, English
1503	Comparative Literature
1504	Classics
1505	Linguistics (include phonetics, semantics, and philology)
1506	Speech, debate, and forensic sciences (rhetoric and address)
1507	Creative writing
1508	Teaching of English as a foreign language
1509	Philosophy
1510	Religious studies (exclude theological professions)
1599	Other, related
	Library Science
1601	Library science, general
1699	Other, related
	Mathematics
1701	Mathematics, general
1702	Statistics, mathematical and theoretical
1703	Applied mathematics
1797	Actuarial science
1799	Other, related
	Military Science
1801	Military science (Army)
1802	Naval science (Navy, Marines)
1803	Aerospace science (Air Force)
1899	Other, related
	Physical Sciences
1901	Physical science, general
1902	Physics, general (exclude biophysics)
1903	Molecular physics
1904	Nuclear physics
1905	Chemistry, general (exclude biochemistry)
1906	Inorganic chemistry

Exhibit 210l (p. 7), Academic Discipline Codes

1907	Organic chemistry
1908	Physical chemistry
1909	Analytical chemistry
1910	Pharmaceutical chemistry
1911	Astronomy
1912	Astrophysics
1913	Atmospheric science and meteorology
1914	Geology
1915	Geochemistry
1916	Geophysics and seismology
1917	Earth sciences, general
1918	Paleontology
1919	Oceanography
1920	Metallurgy
1999	Other, related

Psychology

2001	Psychology, general
2002	Experimental psychology (animal and human)
2003	Clinical psychology
2004	Psychology for counseling
2005	Social psychology
2006	Psychometrics
2007	Statistics in psychology
2008	Industrial psychology
2009	Developmental psychology
2010	Physiological psychology
2099	Other, related

Public Affairs

2101	Community services, general
2102	Public administration
2103	Parks and recreation management
2104	Social work and helping services (other than clinical social work)
2105	Law enforcement and corrections (baccalaureate and higher programs)
2106	International public service (other than diplomatic service)
2198	Recreation
2199	Other, general

Social Sciences

2201	Social sciences, general
2202	Anthropology
2203	Archaeology
2204	Economics
2205	History
2206	Geography
2207	Political science and government
2208	Sociology
2210	International relations
2211	Afro-American (black culture) studies
2212	American Indian cultural studies
2213	Mexican-American cultural studies
2214	Urban studies
2215	Demography
2299	Other, related

Exhibit 210l (p. 8), Academic Discipline Codes

	Theology
2301	Theological professions, general
2302	Religious music
2303	Biblical languages
2304	Religious education
2399	Other, related
	Interdisciplinary Studies
4901	General liberal arts and sciences
4902	Biological and physical science
4903	Humanities and social sciences
4904	Engineering and other disciplines
4999	Other, related

Exhibit 210l (p. 9), Academic Discipline Codes

Retired Military Special Codes
(Element 47)

Employment of Retired Members of Uniformed Services

Dual Compensation--There are currently two dual compensation laws. The first, the Dual Compensation Act of 1964, only applies to retired regular officers and warrant officers. The second, the pay cap provisions of the Civil Service Reform Act of 1978, applies to any officer or enlisted member of the Regular or Reserve components who retires from military service on or after January 11, 1979. Retirees covered by one or both laws may have to have their monthly military retired (but not civilian) pay reduced while employed by the USPS. Individuals who question the effect, if any, of dual compensation laws on their employment should be directed to contact their military finance center.

Statutory Exemption--The reduction-in-retired-pay provision does not apply to an employee whose military retirement was based on disability:

a. Resulting from injury or disease received in line of duty as a direct result of armed conflict; or

b. Caused by an instrumentality of war and incurred in line of duty during a period of war as defined by Section 101 and 301 of Title 38, U.S. Code.

Note: Persons receiving disability compensation from Veterans Administration are not automatically exempt.

Special Rule for Temporary Work--There is a partial exception for military retirees employed on a temporary (full-time or part-time) basis. The reduction-in-retired-pay provisions does not apply to the first 30-day period of service on such a basis for which pay is received under a single appointment. If more than one appointment is served in a fiscal year, the exception applies to the first period aggregating 30 days for which pay was received from all civilian offices in which employed under the appointments made in that year. In each case, the period for which pay is received means the full calendar period when the employment is on a full-time basis, and only the days for which pay is actually received when employment is on a part-time basis.

Reporting--The PDC periodically sends a computerized tape to the military finance centers for their determination of an employee's status and the effect of the dual compensation laws, if any, on the employee's annuity. Military finance centers may find it necessary to ask for information about individual employees (for example, a finance center may ask the Postal Service to certify the days of the month a retired officer received salary). Information should be provided in the form requested.

Obtaining Necessary Information--In most cases, it should be possible to determine whether appointees are retired members of a uniformed service from their applications for employment; however, some information can be obtained most easily from appointees. Retired members from the Armed Forces have been forwarded a Form DD 214, *Report of Transfer or Discharge*. The National Oceanic and Atmospheric Administration (Environmental Science Services Administration, formerly Coast and Geodetic Survey) and Public Health Service utilize a statement of service for their members.

Exhibit 210m (p. 1), Retired Military Special Codes

Completing Form 50

Elements 14 and 16--When computing leave and retirement computation dates, determine whether any or all of the military service is creditable (see Exhibit 210d). Generally, unless the veteran's retirement was based on disability as specifically described under Statutory Exemption, none of the military service is creditable for retirement purposes, and only the period of service when the veteran was actually in active duty in a campaign or expedition is creditable for leave. The first step is to determine whether the retirement was based on disability (see Exhibit 210d for specifics). If not, the veteran should provide actual or approximate dates of campaign/expedition service, if any, on Form 813, *Request for Verification of Military Service*. Mail this form to the appropriate military finance center.

It may be advisable to place newly hired military retirees in the lowest annual leave category pending verification of prior creditable military service. When verification is returned, recompute the leave computation date and make adjustments to the leave category if appropriate using NOA 882.

Element 47--Element 47 requires a 3-digit number, as follows:

First Position = Type of Uniformed Service

1 = Army
2 = Navy
3 = Air Force
4 = Marine Corps
5 = Coast Guard
6 = National Oceanic and Atmospheric Administration
7 = Public Health

Second Position = Type of Retirement

1 = Voluntary
2 = Disability
3 = Mandatory

Third Position = Military Service Status

1 = Retired Regular Officer
2 = Retired Reserve Officer
3 = Retired Enlisted Personnel

Exhibit 210m (p. 2), Retired Military Instructions/Codes

Designation and Activity Codes

Employee Category	Regular Workforce				Supplemental Workforce		
	Management and Supervisory	Full Time	Part-Time Regular Schedule	Part-Time Flexible Schedule	Temporary	Casual	Relief/ Replacement
CAG A through L							
Postmasters	08-0				58-9		58-0
BMC General Managers	09-1						
Managers & Supervisors (1)	09-0						
PROF, Administrative & Technical (2)	19-0				59-0		
Medical Officers/Head Nurses	09-0		39-0				
Nurses (Bargaining)		11-1		41-1		61-1	
Clerks		11-0	31-0	41-0		61-0	
Mail Handlers		12-0	32-0	42-0		62-0	
City Delivery Carriers		13-4	33-4	43-4		63-4	
Vehicle Operators		13-5	33-5	43-5		63-5	
Special Delivery Messengers		14-0	34-0	44-0		64-0	
VMF Mechanics & Analysts		15-1	35-1	45-1		65-1	
VMF Garagemen & Jr. Mechanics		15-2	35-2	45-2		65-2	
VMF Administrative	05-3	15-3	35-3	45-3		65-3	
Maintenance-Building Services	06-6	16-6	36-6			66-6	
Maintenance-Building & Plant Equipment	06-7	16-7	36-7			66-7	
Maintenance-Postal Operating Equipment	06-8	16-8	36-8			66-8	
Maintenance-Administrative	06-9	16-9	36-9			66-9	
Rural Carriers		71-0				79-0	75-0,78-0
CAG M-Z (excluding 'S')	Headquarters, HQS Administrative Support Facilities, Regional and District Offices						
All Employees	11-9	11-9	31-9	41-9	51-9	61-9	
CAG S	Inspection Service (FIELD)						
Security Force	17-9	17-9		47-9			
Inspectors	08-9	08-9					
NON-Inspectors	11-9	11-9	31-9	41-9	51-9	61-9	

Other Rural Positions	
Sub Serving a Vacant Route =	72-0
RCA Serving a Vacant Route =	74-0
Substitute Rural Carrier =	73-0
Auxiliary Rural Carrier =	77-0

1) Does not include supervisors in certain maintenance activities (SEE DAS 05-3, 06-6, 7, 8, 9).

2) Field Nonbargaining, Nonsupervisory Positions.

Exhibit 210n, Designation Activity Codes

Uniform Allowance Codes
(Element 69)

General Information

Element 69 is coded only on Forms 50 for employees in the categories listed in ELM 582.11 who meet the criteria for uniform allowance. Note that uniforms differ from work clothes (both are addressed in ELM 580).

The St. Louis Postal Data Center automatically determines uniform allowance based on information provided on the Form 50.

Rural carriers and noncareer appointees are not eligible for uniform allowance.

A computer application at the MSC level permits users to add and terminate employees' eligibility in the uniform program. However, Form 50 actions for accessions or changes must contain the appropriate uniform allowance code to eliminate the need to separately establish uniform allowance.

Some accession and change actions may require the completion and submission of Form 1346 in addition to the Form 50 coding. These are listed under X Codes.

Codes

U Employee is appointed to a uniform position and is eligible to receive an allowance 90 days after the effective date of the action. Example: appointee with no prior postal service is hired as a city carrier whose tour of duty during the course of a year will average 4 hours or more a day performing carrier duties. The "U" code will generate a uniform allowance card after 90 days employment, and employee will use it to be reimbursed for the purchase of approved uniform items.

N Employee is appointed to a city carrier or special delivery position, but is not eligible to receive the allowance. Reasons, such as "part-time" or "less than 4 hours per day", must be stated in element 88 on Form 50.

X Establishes uniform allowance for any of the following reasons (prepare Form 1346, *Uniform Allowance Code Sheet*, in all cases):

(1) Employee is reinstated, reappointed or reassigned/change appointing office (CAO) to a uniform position and had prior service within the past 12 months in a uniform position (this will ensure account is transferred and the appropriate amount is made available to employee). Date of reinstatement, reappointment or reassignment must be shown under remarks on Form 1346.

(2) Employee is reinstated or reappointed to a uniform position and it is not known whether there was prior service within the past l2 months in a uniform position. Date of reinstatement or reappointment must be shown under remarks on Form 1346.

Exhibit 210o (p. 1), Uniform Allowance Codes

(3) Employee is reemployed military (NOA 160) to a uniform position. Effective date of reemployment action must be shown under remarks on Form 1346.

(4) Employee is appointed/reassigned to a position where the allowance category does not conform with the designation code. For example, employee is a distribution window clerk, whose uniform allowance category is designated in the list below as "2", but employee is entitled to a higher amount of uniform allowance because he also works as a carrier (uniform allowance code "1") and meets criteria for uniform allowance. Indicate title of position on Form 1346.

(5) Employee is reassigned from one eligible position to another but allowance category in the new position is different. Show date of reassignment under remarks on Form 1346.

(6) Employee on the rolls is being reassigned to a uniform position but has less than 90 days of prior continuous service in a career appointment. Date of career appointment must be shown under remarks on Form 1346.

Employees in the following positions meeting the conditions described in ELM 582.1 wear the prescribed uniform while performing their duties. An allowance category corresponds to the amount of uniform allowance for which the employee is eligible. Use this listing to determine whether to code a U, N, or X in element 69.

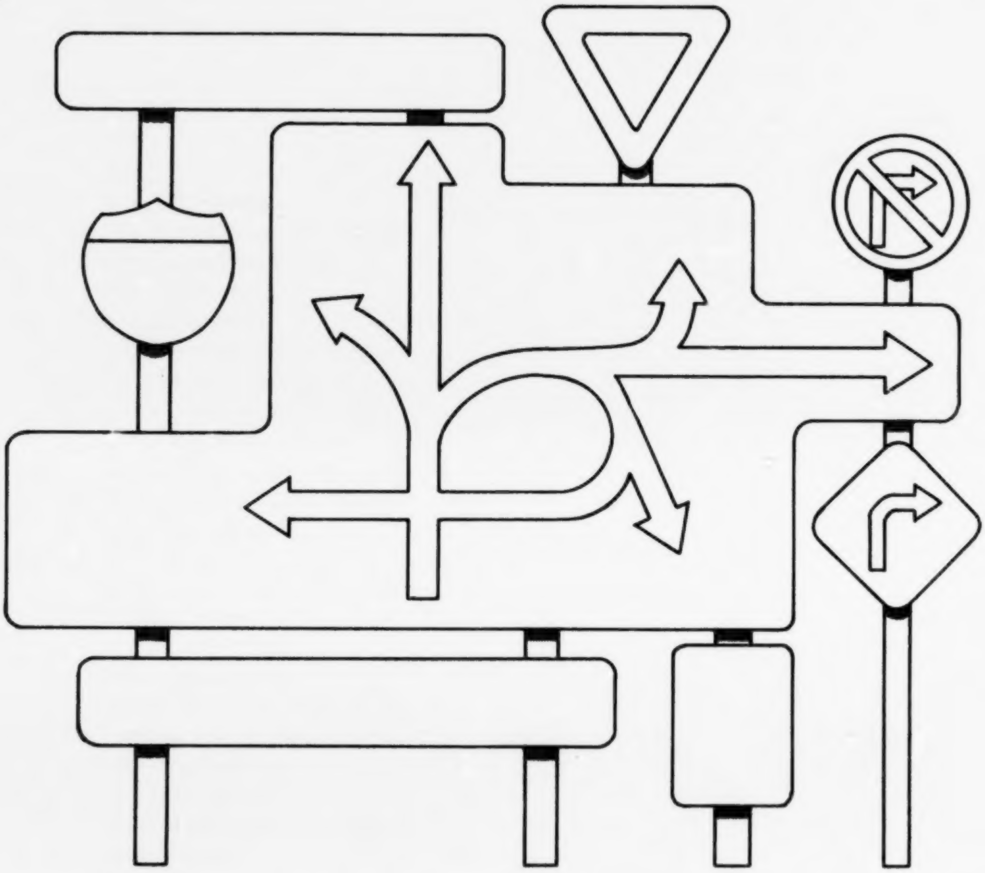
Position Title	Designation Codes	Allowance Category
City Carrier	13, 33, 43	1
Special Delivery Messenger	14, 34, 44	1
Motor Vehicle Operator	13, 33, 43	1
Tractor-Trailer Operator	13, 33, 43	1
Driving Instructor/Examiner	09, 11, 13	1
Passenger Elevator Operator	16, 36	1
Elevator Starter	16, 36	1
Letterbox Mechanic	16, 36	1
General Mechanics*	16, 36	1
Area Maintenance Mechanics	16, 36	1
Area Maintenance Specialists	16, 36	1
Area Maintenance Technicians	16, 36	1
Ramp Transfer Clerk--AMF	11, 31, 41	1
Special Transfer Clerk--AMF	11, 31, 41	1
Window service personnel**		
Postmaster	08	2
Supervisor	09	2
Clerk (Distribution Window, Express Mail)	11, 31, 41	2
Nurse	09, 11, 41	2
Medical Officer	09, 39	4

*assigned to letterbox mechanic duties performed outdoors for more than one-half time.

**official assignment at a public window is for a minimum of 4 hours daily for 5 days a week on a continuing basis, or for not less than 30 hours a week.

Exhibit 210o (p. 2), Uniform Allowance Codes

Chapter 3
Changes



Chapter 3--Changes

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    - 343.2 Required Forms
    - 343.3 Elements
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  - 344 Pay Adjustment **894**
    - 344.1 Definition
    - 344.2 Elements
    - 344.3 Additional Information
  - 345 Quality Step Increase **896**
    - 345.1 Definition
    - 345.2 Required Forms
    - 345.3 Elements
    - 345.4 Additional Information

350 Code 900 Series

- 351 Detail Termination **900**
  - 351.1 Definition
  - 351.2 Elements
  - 351.3 Additional Information
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  - 352.1 Definition
  - 352.2 Elements
  - 352.3 Additional Information
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  - 353.1 Definition
  - 353.2 Elements
  - 353.3 Additional Information
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  - 355.2 Elements
  - 355.3 Additional Information
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  - 356.2 Elements
  - 356.3 Additional Information
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  - 372.1 Correction **002**
    - 372.11 Definition
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  - 372.2 Retirement Code Correction **008**
    - 372.21 Definition
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381 Reactivate
381.1 Definition
381.2 Elements
381.3 Additional Information
382 Reactivate Noncareer **154**
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382.2 Elements
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Exhibit 322.3 Sample Worksheet for NOA 580
Exhibit 331 Sample Worksheet for NOA 702
Exhibit 332 Sample Worksheet for NOA 705
Exhibit 333 Sample Worksheet for NOA 713
Exhibit 334 Sample Worksheet for NOA 716
Exhibit 335 Sample Worksheet for NOA 721
Exhibit 336 Sample Worksheet for NOA 770
Exhibit 337 Sample Worksheet for NOA 780
Exhibit 341 Sample Worksheet for NOA 881
Exhibit 342 Sample Worksheet for NOA 882
Exhibit 343 Sample Worksheet for NOA 893
Exhibit 344 Sample Worksheet for NOA 894
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Exhibit 362 Sample Worksheet for NOA 460
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Exhibit 371.13 Guidelines for Cancellations Chart
Exhibit 371.2 Sample Worksheet for NOA 398
Exhibit 372.1b Service History Correction Form
Exhibit 372 Sample Worksheet for NOA 002
Exhibit 372.1a Correction Decision Chart
Exhibit 372.3 Sample Worksheet for NOA 800
Exhibit 381 Sample Worksheet for NOA 150

Chapter 3 Changes

310 General

311 Definition

A change action is any personnel action that occurs during continuous employment within the Postal Service. Change actions include promotion,change to lower level, reassignment, conversion, pay-status changes, and other changes which do not result in the addition or loss of an employee from the Postal Service.

312 General Requirements

312.1 Effective Date. Change actions are generally effective at the beginning of a pay period. For example, a promotion action should be made effective at the beginning of the first pay period following the date that all qualifications and approvals are completed. A FEGLI change, however, is effective on the date the employee submitted the completed SF 2817, Life Insurance Election (FEGLI).

312.2 Rate Retention. Elements 27 through 32 must be completed on the Form 50, if the salary represents a protected rate; element 32 must be completed if salary is a saved rate (see Appendix A for more information).

312.3 Address Changes. Address changes are not processed by using a Form 50. Forms 1216, *Employees Current Mailing Address,* must be submitted to the Distributed Data Entry/Distributed Reporting (DDE/DR) site for processing. This will update the master file so that future Forms 50 contain the updated address.

312.4 Time Cards. Time card offices should be aware that time cards are generated by the PDC at the end of the pay period in which the Form 50 is processed.

320 Conversions (NOA Codes 500, 501, 580, 928)

321 Definition

The conversion of a casual, temporary or other noncareer employee to career.

322 Types of Conversions

322.1 Conversion to Career from Register (NOA Code 500). Used to convert a noncareer rural carrier (e.g., Rural Carrier Relief, Rural Carrier Associate, Substitute Rural Carrier, Auxiliary Rural Carrier), temporary, casual, or other noncareer employee to a career appointment from a register.

322.2 Conversion to Career Noncompetitive (NOA Code 501). Used to convert a temporary or casual employee to a career appointment noncompetitively (e.g., casual employee is being reinstated to a career position based on prior postal or federal service that confers eligibility).

322.3 Conversion to Regular Rural Carrier (NOA Code 580). Used to convert a substitute rural carrier, rural carrier associate or rural carrier relief to a regular rural carrier (Designation 71) based on bidding procedures or selection from register.

323 Required Forms

The following forms may be required, depending upon the circumstances in the individual action:

a. SF 15, *Claim for 10-Point Veteran Preference.*

b. SF 2823, *Designation of Beneficiary (FEGLI).*

c. Form 85, *Nonsensitive Security Clearance.* Required if security investigation was not conducted in previous position, and conversion results in retention on the rolls for over 90 days.

d. SF 2817, *Life Insurance Election, Declination or Waiver of Life Insurance Coverage.*

e. SF 1152, *Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee.*

f. Form 2485, *Certificate of Medical Examination* (see EL-311 322).

g. Form 2591, *Application for Employment.*

h. SF 2809, *Health Benefits Registration Form.*

i. Form 144, *Statement of Prior Federal Civilian and Military Service.*

324 Elements

Complete the following elements on Form 50-A (see sample worksheets, Exhibits 322.1 and 322.3):

a. Mandatory Elements: NOAs 500, 501: 1, 10, 11, 12, 13, 14, 16, 17, 18, 21, 22, 24, 26, 39, 65, 79, 93, 96, 97. NOA 580: 1, 10, 11, 12, 13, 14, 16, 17, 39, 46, 56, 63, 64, 65, 72, 77, 79, 93, 96.

b. Optional Elements: NOAs 500, 501: 19, 20, 22, 25, 34, 38, 43, 44, 46, 45, 60, 64, 66, 68, 69, 95. NOA 580: 17, 18, 24, 25, 26, 34, 43, 44, 45, 60, 66, 68, 69, 78, 95, 99.

c. Optional Standard Remark Codes: NOA 500: 512, 513, 517, 523, 525, 529, 548, 563, 570. NOA 501: 512, 513, 517, 523, 548, 563, 570. NOA 580: 517, 523, 525, 548, 570.

325 Additional Information

a. Current employees who have had a medical examination within the last year, using Form 2485, need not be reexamined if the physical requirements of the position for which the individual is being examined are less demanding than the last position held. Where there is a question regarding whether the physical requirements of the present and future positions are more demanding, the matter should be referred to the medical officer for determination.

b. (NOA 500) Indicate hiring worksheet number from which employee was selected in the remarks section (element 88) on Form 50.

c. (NOA 580) When converting a substitute rural carrier in a dual status as an auxiliary rural carrier (designations 73 and 77) to a regular rural carrier, prepare Form 50 on suffix 1 for processing. There is no need to prepare a separate action terminating the dual appointment; it will terminate automatically.

d. (NOA 580) To determine the step placement of a substitute rural carrier who is being converted to career, see the USPS-NRLCA National Agreement, Article 9.

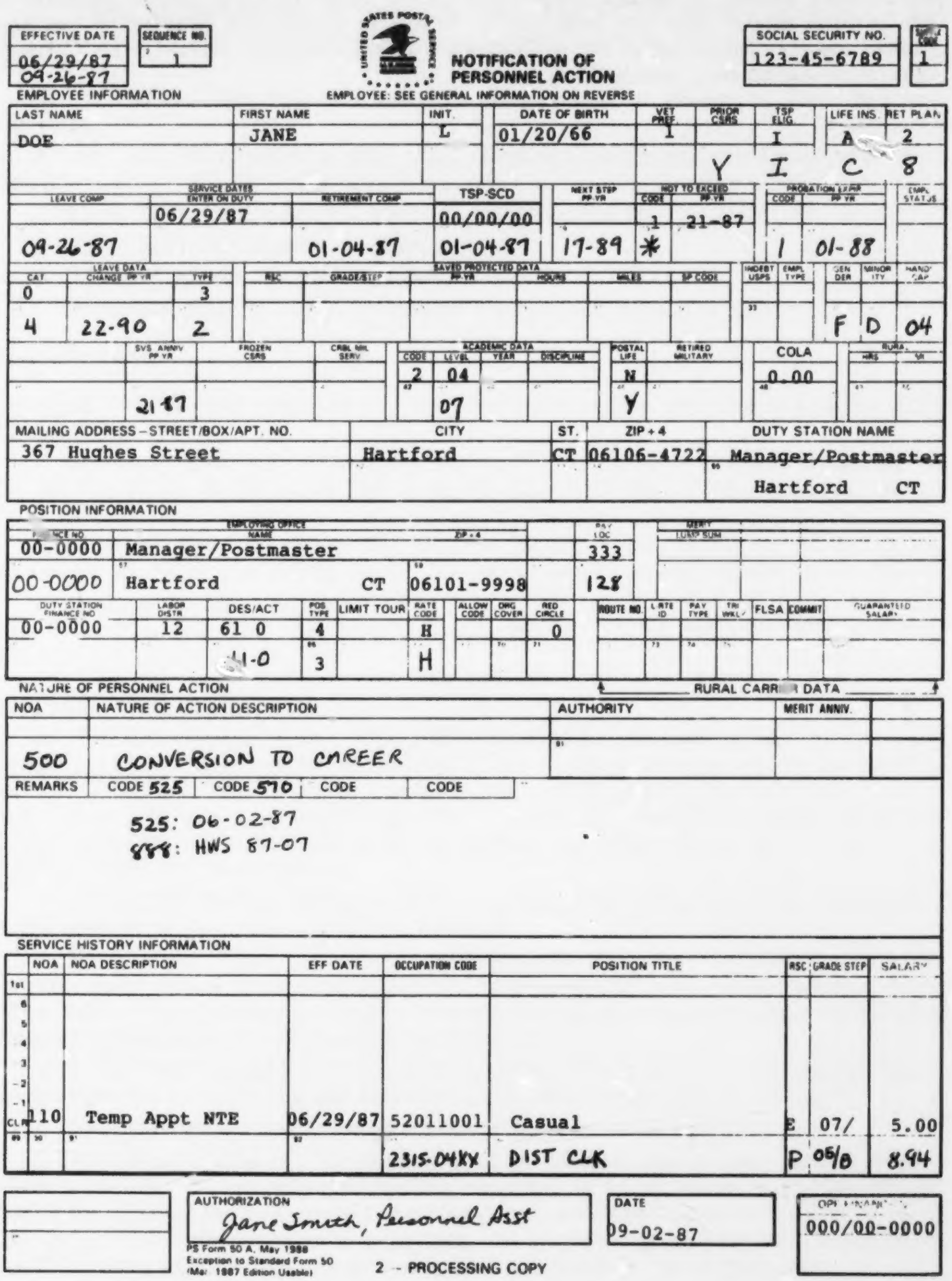
e. See ELM 363.3 for restrictions on conversions to career appointments.

f. The effective date of a conversion must be the first day of a pay period. Payroll officials calculate pay according to how an employee is set up on the Employee Master File at the close of the pay period. Therefore, if an employee works as a casual in week one and as a part-time flexible in week two, the employee is paid for both weeks from the PTF salary schedule. An adjustment is then necessary for the overpayment.

g. A Form 144 must be prepared on all conversion actions so the correct leave and retirement computation dates can be included in elements 14 and 16 on Form 50 (see instructions for computing leave and retirement computation dates in Exhibit 210d.

h. The "enter on duty" date (element 15) on conversion actions must not be changed. The enter on duty date establishes an employee's date of entry on Postal Service rolls without a break in service, regardless of whether that appointment was career or noncareer.

i. A change from substitute rural carrier to regular rural carrier does not require a probationary period. A change from rural carrier relief or rural carrier associate to regular rural carrier does not interrupt or otherwise change the running of the time counted toward completion of the probationary period. (National Rural Letters Carriers' Association Agreement, Article 30.2).



NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EFFECTIVE DATE	SEQUENCE NO.	SOCIAL SECURITY NO.	
06/29/87 09-26-87	1	123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JANE	L	01/20/66	1		I	A	2
					Y	I	C	8

LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
	06/29/87		00/00/00		1	21-87			
09-26-87		01-04-87	01-04-87	17-89	*		1	01-88	

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
0		3											
4	22-90	2									F	D	04

	SVS ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL
				2	04			N		0.00		
	21 87				07			Y				

MAILING ADDRESS – STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
367 Hughes Street	Hartford	CT	06106-4722	Manager/Postmaster
				Hartford CT

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC		MERIT LUMP SUM
00-0000	Manager/Postmaster			333		
00-0000	Hartford CT	06101-9998		128		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	DRG COVER	RED CIRCLE	ROUTE NO.	LRTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	12	61 0	4		H			0							
		11-0	3		H										

RURAL CARR[illegible]R DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
500	CONVERSION TO CAREER			

REMARKS CODE 525 CODE 570 CODE CODE

525: 06-02-87
888: HWS 87-07

SERVICE HISTORY INFORMATION

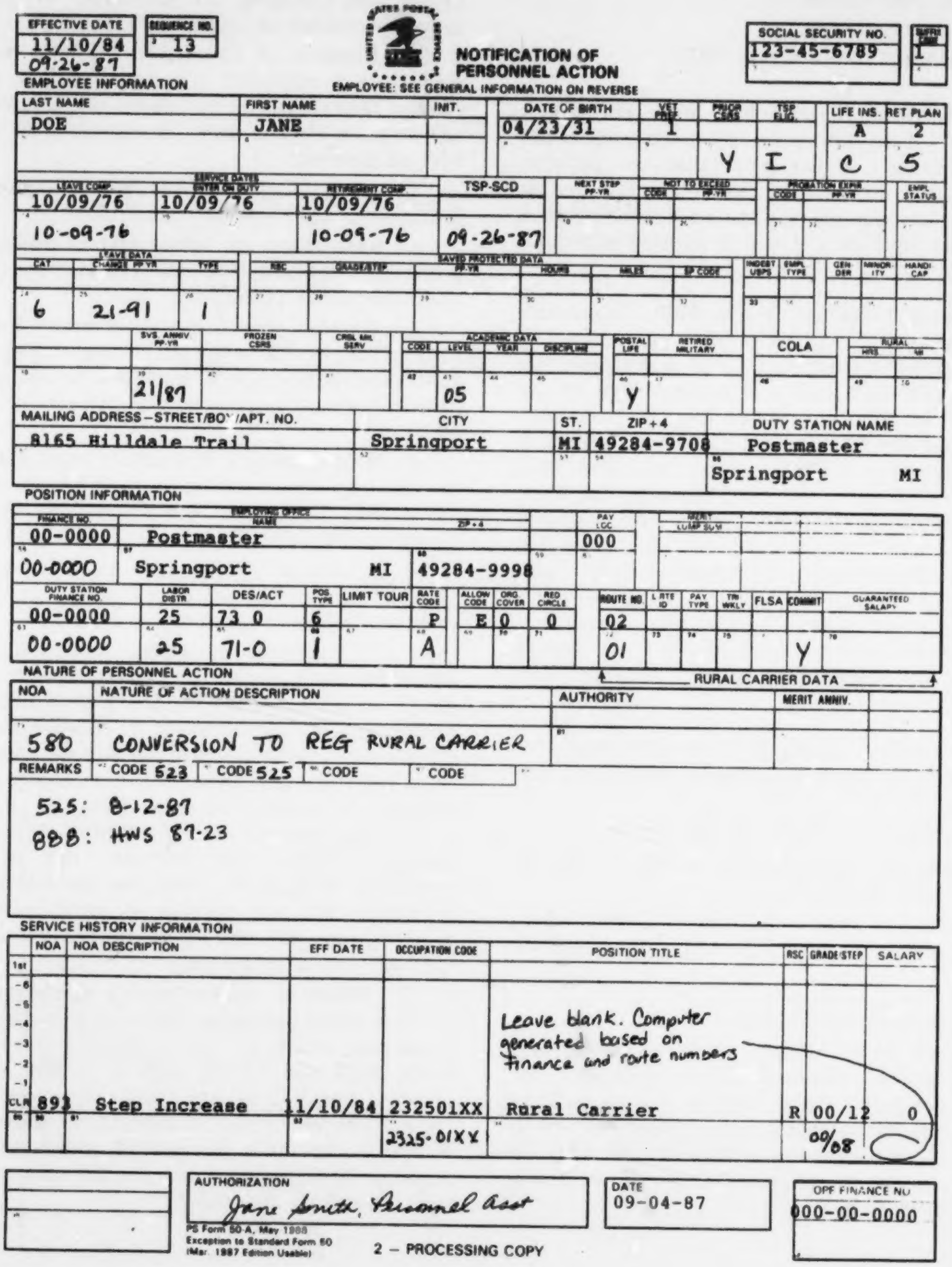
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE STEP	SALARY
1st								
6								
5								
4								
3								
-2								
-1								
CLR	110	Temp Appt NTE	06/29/87	52011001	Casual	E	07/	5.00
				2315-04XX	DIST CLK	P	05/B	8.94

AUTHORIZATION	DATE	
Jane Smith, Personnel Asst	09-02-87	000/00-0000

PS Form 50 A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 322.1, Form 50-A for Conversion to Career



EFFECTIVE DATE	11/10/84 09-26-87
SEQUENCE NO.	13
SOCIAL SECURITY NO.	123-45-6789
SUFFIX CODE	1

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JANE		04/23/31	1			A	2
					Y	I	C	5

LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
10/09/76	10/09/76	10/09/76							
10-09-76		10-09-76	09-26-87						

SERVICE DATES

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	RSC	GRADE/STEP	SAVED PROTECTED DATA PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
6	21-91	1											

	SVS. ANNIV PP-YR	FROZEN CSRS	CRDL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
	21/87				05			Y				

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
8165 Hilldale Trail	Springport	MI	49284-9708	Postmaster Springport MI

POSITION INFORMATION

FINANCE NO.	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC	MERIT LUMP SUM
00-0000	Postmaster		000	
00-0000	Springport MI	49284-9998		

DUTY STATION FINANCE NO.	LABOR DISTR	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG. COVER	RED CIRCLE	ROUTE NO.	L RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	25	73 0	6		P	E	0	0	02						
00-0000	25	71-0	1		A				01					Y	

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
580	CONVERSION TO REG RURAL CARRIER		

REMARKS CODE 523 CODE 525 CODE CODE

525: 8-12-87
888: HWS 87-23

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4					Leave blank. Computer generated based on finance and route numbers			
-3								
-2								
-1								
CLR	893	Step Increase	11/10/84	232501XX	Rural Carrier	R	00/12	0
				2325-01XX			00/08	

AUTHORIZATION	DATE	OPF FINANCE NO
Jane Smith, Personnel Asst	09-04-87	000-00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 322.3, Form 50-A for Conversion to Regular Rural Carrier

330 Code 700 Series

331 Promotion (NOA Code 702)

331.1 Definition. A promotion is the permanent assignment of an employee (a) to an established position having a higher grade than the position to which the employee was previously assigned in the same rate schedule or (b) to a position with a higher than equivalent grade in another schedule. (See ELM, Exhibit 413.1 and 421.43).

331.2 Required Forms. Form 5938, Promotion Report, is required for competitive promotions to EAS positions. Submit this form along with the Form 50 to ELRIC staff and retain a copy in the vacancy file. If the promotion is processed through the Complement Management Selection (CMS) subsystem of HRIS, submit the Form 5938 to ELRIC staff for processing. Note on the form "Action processed through CMS". For positions listed in EL-311, Exhibit 530-A, the Candidate Evaluation Board rating is entered in item 12 on Form 5938. However, EL-311, 532.5 provides that lower grade present and former supervisors be considered without establishing CEB ratings for them. In these cases, enter "N" for "not required" in item 12.

331.3 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 331):

a. Mandatory Elements: 1, 79, 93, 96, 97.

b. Optional Elements: 18, 26, 60, 64, 65, 66, 68, 69, 84, 85, 86, 87, 95.

c. Optional Standard Remark Codes: 512, 513, 517, 520, 527, 528, 529, 530, 531, 532, 548, 563, 568.

331.4 Additional Information.

a. See ELM Chapter 4 to calculate new salary. Salary administration policies for nonbargaining-unit employees are located in ELM 410; policies for bargaining-unit employees are in ELM 420. For bargaining-unit employees who are being promoted to nonbargaining-unit positions, see policies in 410.

b. When promoting a bargaining-unit employee and changing the individual to full-time status simultaneously, use NOA 702.

c. Element 18 (Next Step PP/YR) must be completed if employee is not at top step. If promotion salary calculations place the employee at top step, delete the entry in element 18, if any, with an asterisk.

d. See EL-311 514.4 for definition and instructions on temporary promotions.

e. Restrictions on filling certain positions by preference eligibles (see EL-311 262) do not apply to in-service placement.

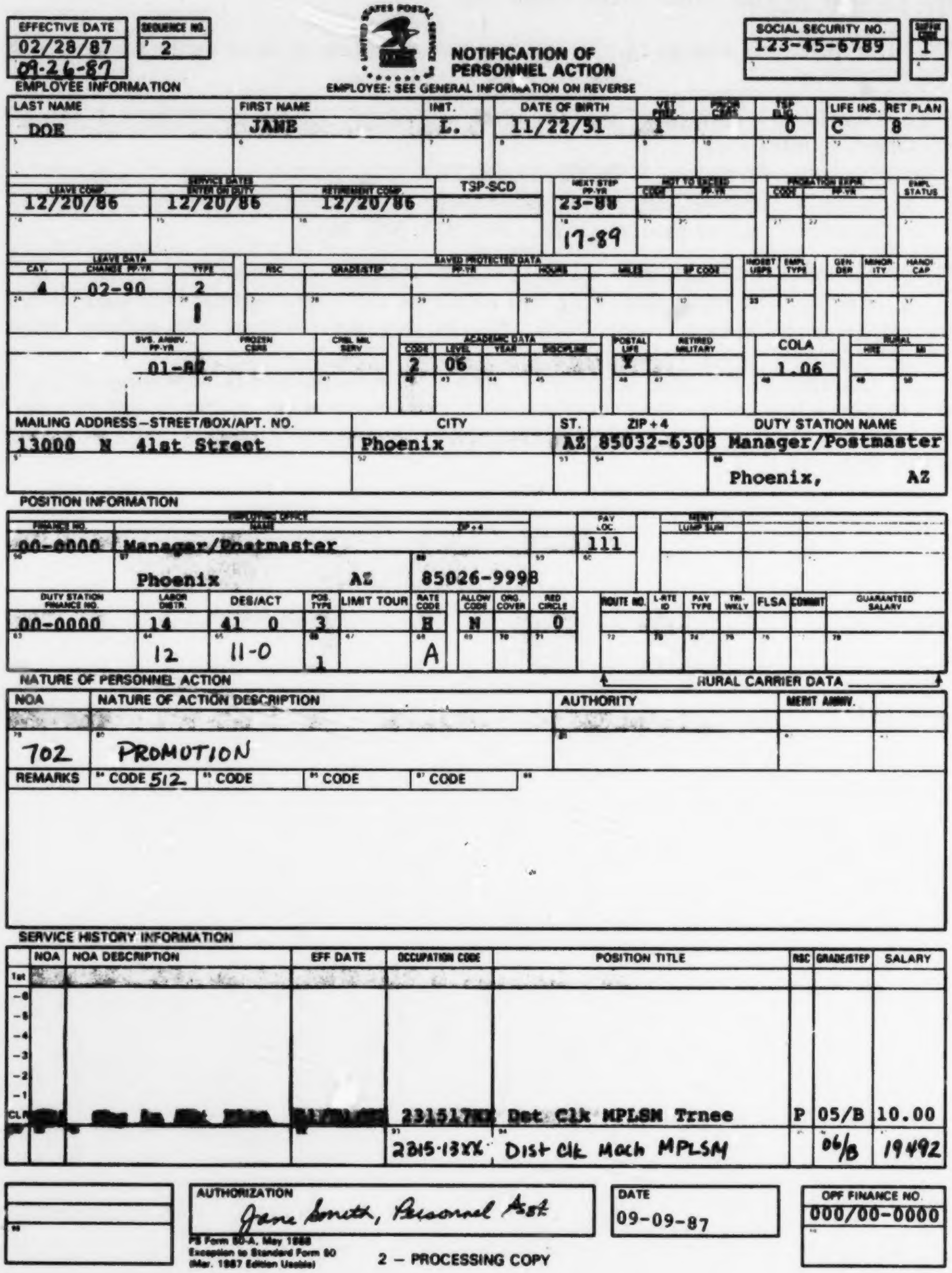
f. Regular promotion rules apply for PS-3 post office clerks who are being promoted to PS-5 Distribution Clerk positions under instructions for the advancement and relegation of post offices.

g. If promoting a Postmaster from EAS A-E due to upgrade of office, remember to prepare Form 1653, Postmaster Relief/Leave Replacement Employment Data, to upgrade level of PMR/LR.

h. Include Postmaster Appointment List Number in element 88 of Form 50 for promotions to Postmaster positions.

i. Employees promoted into EAS-20 or above positions during pay period 21 through 1 should receive a performance evaluation, and a Form 2452-A, *Performance Evaluation for EAS Employees - General Form*, should be completed. However, such employees will not receive a merit increase in January. In these instances, in determining the amount of a promotion increase, selecting officials must consider not only the provisions of ELM 413, but also the fact that the employee will not receive a merit increase in January and will not be eligible to receive one until the following January.

j. When an nonbargaining employee (EAS 1-19) is being promoted and a step is due on the same date, attach a copy of Form 2452-A to the Form 50-A and submit both to ELRIC for processing. For a nonbargaining employee in the regular process (EAS 20 and above) whose merit is due in the same pay period, attach a note so advising ELRIC personnel so the step or lump sum is properly processed.



EFFECTIVE DATE	SEQUENCE NO.
02/28/87 09-26-87	2

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.	SUFFIX CODE
123-45-6789	I

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CRED.	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JANE	L.	11/22/51	I		0	C	8

SERVICE DATES LEAVE COMP.	ENTER ON DUTY	RETIREMENT COMP.	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	PP-YR	PROBATION EXPR. CODE	PP-YR	EMPL. STATUS
12/20/86	12/20/86	12/20/86		23-88 17-89					

LEAVE DATA CAT.	CHANGE PP-YR	TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL. TYPE	GENDER	MINORITY	HANDICAP
4	02-90	2 1											

SVS. ANNIV. PP-YR	FROZEN CSRS	CRDL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	MI
01-87			2	06			Y		1.06		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
13000 N 41st Street	Phoenix	AZ	85032-6308	Manager/Postmaster Phoenix, AZ

POSITION INFORMATION

FINANCE NO.	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC.		MERIT LUMP SUM		
00-0000	Manager/Postmaster Phoenix AZ	85026-9998		111				

DUTY STATION FINANCE NO.	LABOR DISTR.	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG. COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	14 12	41 0 11-0	3 1		H A	N		0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
702	PROMOTION			

REMARKS	CODE	CODE	CODE	CODE
	512			

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	[illegible]	[illegible]	[illegible]	231517XX	Dst Clk MPLSM Trnee	P	05/B	10.00
				2315-13XX	Dist Clk Mach MPLSM		06/B	19492

	AUTHORIZATION	DATE	OPF FINANCE NO.
	Jane Smith, Personnel Asst	09-09-87	000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 331, Form 50-A for Promotion

332 Change to Full Time (NOA Code 705)

332.1 Definition. A change from a part-time to a full time position without a change in equivalent level.

332.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 332):

a. Mandatory Elements: 1, 26, 65, 66, 68, 79.

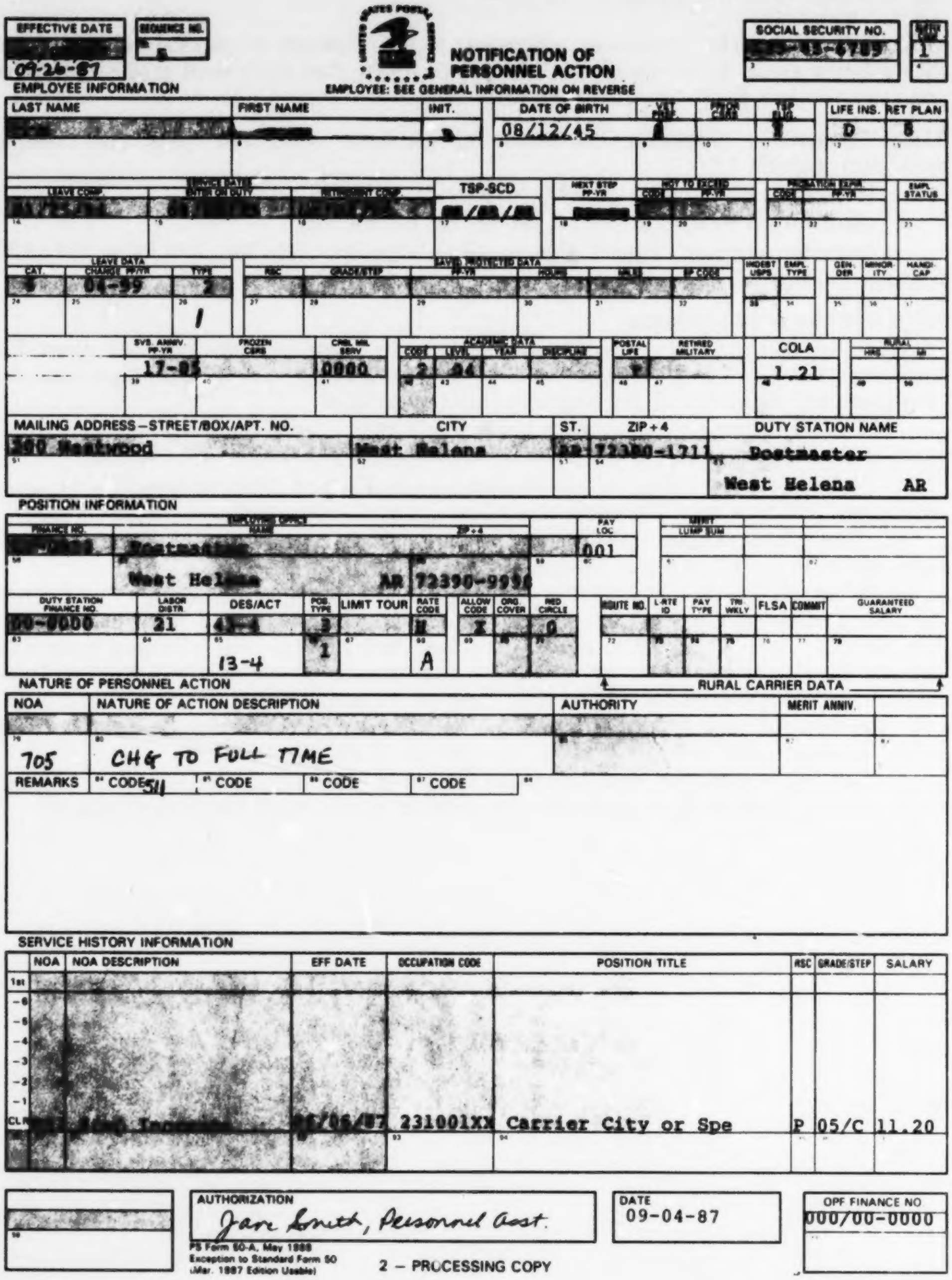
b. Optional Elements: 26, 60, 64, 69.

c. Optional Standard Remark Codes: 511, 513, 548, 568.

332.3 Additional Information

a. When promoting a bargaining-unit employee and changing that individual to full time status simultaneously, use NOA 702. In remarks (element 88) indicate "also changes employee to full-time."

b. Changes to full time status must always be effective at the beginning of a pay period. Interoffice announcements of the names of employees changing to full time and the effective dates must be made well enough in advance to allow for scheduling and proper planning.



EFFECTIVE DATE	SEQUENCE NO.
[illegible] 09-26-87	5

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.	BATCH CODE
[illegible]-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
[illegible]	[illegible]	[illegible]	08/12/45	[illegible]		[illegible]	D	5

SERVICE DATES LEAVE COMP.	ENTR ON DUTY	RETIREMENT COMP.	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR. CODE	PROBATION EXPIR. PP-YR	EMPL. STATUS
[illegible]	[illegible]	[illegible]	[illegible]/[illegible]/[illegible]	[illegible]	[illegible]	[illegible]			

LEAVE DATA CAT.	CHANGE PP/YR	TYPE	SAVED/PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL. TYPE	GEN-DER	MINOR-ITY	HANDI-CAP
[illegible]	04-99	2 1											

	SVS. ANNIV. PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	MI
	17-85		0000	2	04			[illegible]		1.21		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
300 Westwood	West Helena	AR	72390-1711	Postmaster West Helena AR

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO.	NAME	ZIP + 4		PAY LOC		MERIT LUMP SUM		
[illegible]	Postmaster West Helena AR	72390-9998		001				

DUTY STATION FINANCE NO.	LABOR DISTR.	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG. COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	21	43-4 13-4	3 1		H A	X		0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
[illegible]	[illegible]	[illegible]		
705	CHG TO FULL TIME			

REMARKS	CODE	CODE	CODE	CODE
	511			

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CL	[illegible]	[illegible] Increase	[illegible]/06/87	231001XX	Carrier City or Spe	P	05/C	11.20

	AUTHORIZATION	DATE	OPF FINANCE NO
	Jane Smith, Personnel Asst.	09-04-87	000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 332, Form 50-A for Change to Full Time

333 Change to Lower Level (NOA Code 713)

333.1 Definition. The permanent assignment of an employee to an established position with a lower grade in the same rate schedule or lower than equivalent grade in another rate schedule (see ELM 415.1 and 421.43).

333.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 333):

a. Mandatory Elements: 1, 79, 93, 96, 97.

b. Optional Elements: 18, 39, 60, 64, 65, 66, 68, 69, 95.

c. Optional Standard Remark Codes: 501, 509, 511, 512, 513, 520, 526, 537, 538, 548, 560, 563, 568.

333.3 Additional Information

a. For information on computing salary and setting step increase dates for employees who are being changed to lower level, see ELM 415 for nonbargaining-unit employees and ELM 422.25 for bargaining-unit employees.

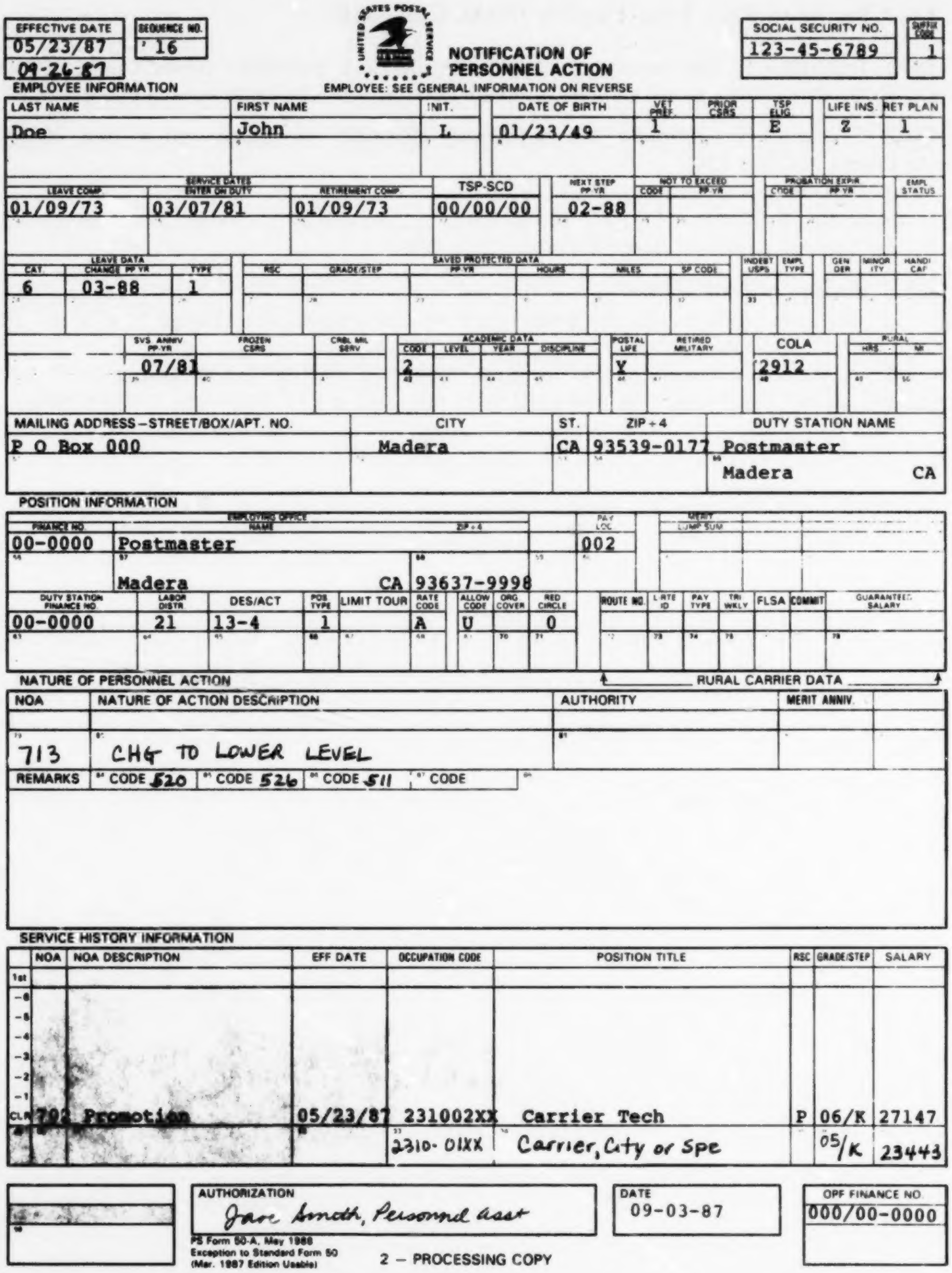
b. Any involuntary change to a lower grade (for a nonbargaining-unit employee) must be effected according to the grievance and appeals provisions in ELM 650.

c. Restrictions on filling certain positions by preference eligibles (see EL-311, 262) do not apply to in service placement.

d. See ELM sections 354.232, 362.21 and 362.3 for additional information and instructions on certain types of changes to lower level.

e. When change to lower level is made in conjunction with relegation of post office Cost Ascertainment Group (CAG), see ELM 421.51 concerning rate retention. Enter a P in element 32 of Form 50 to denote protected salary. Enter the following remark in element 88: Change to lower level, due to relegation of office to CAG K. Employee entitled to rate retention for 104 weeks". Changes in conjunction with the advancement and relegation of post offices always have a particular effective date; ensure that the action is processed in a timely manner. Also see ELM 362.23.

f. See instructions for computing the service anniversary PP/YR (Exhibit 210k) if action moves employee from a noncovered position to a covered bargaining position.



EFFECTIVE DATE	SEQUENCE NO.
05/23/87 09-26-87	' 16

UNITED STATES POSTAL SERVICE

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.	SUFFIX CODE
123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG	LIFE INS.	RET PLAN
Doe	John	L	01/23/49	1		E	Z	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
01/09/73	03/07/81	01/09/73	00/00/00	02-88					

LEAVE DATA CAT.	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
6	03-88	1											

SVS. ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
07/81			2				Y		2912		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
P O Box 000	Madera	CA	93539-0177	Postmaster Madera CA

POSITION INFORMATION

FINANCE NO.	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC	MERIT LUMP SUM
00-0000	Postmaster Madera CA	93637-9998	002	

DUTY STATION FINANCE NO.	LABOR DISTR.	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	21	13-4	1		A	U		0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
713	CHG TO LOWER LEVEL		

REMARKS CODE 520 CODE 526 CODE 511 CODE

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CUR	702	Promotion	05/23/87	231002XX	Carrier Tech	P	06/K	27147
				2310-01XX	Carrier, City or Spe		05/K	23443

AUTHORIZATION	DATE	OPF FINANCE NO.
Jane Smith, Personnel asst	09-03-87	000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 333, Form 50-A for Change to Lower Level

334 Change to Part Time Flexible (NOA Code 716)

334.1 Definition. The change of a career full time employee or part-time regular employee to a career part-time flexible (PTF) position of the same equivalent level.

334.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 334):

a. Mandatory Element: 1, 65, 79, 97.

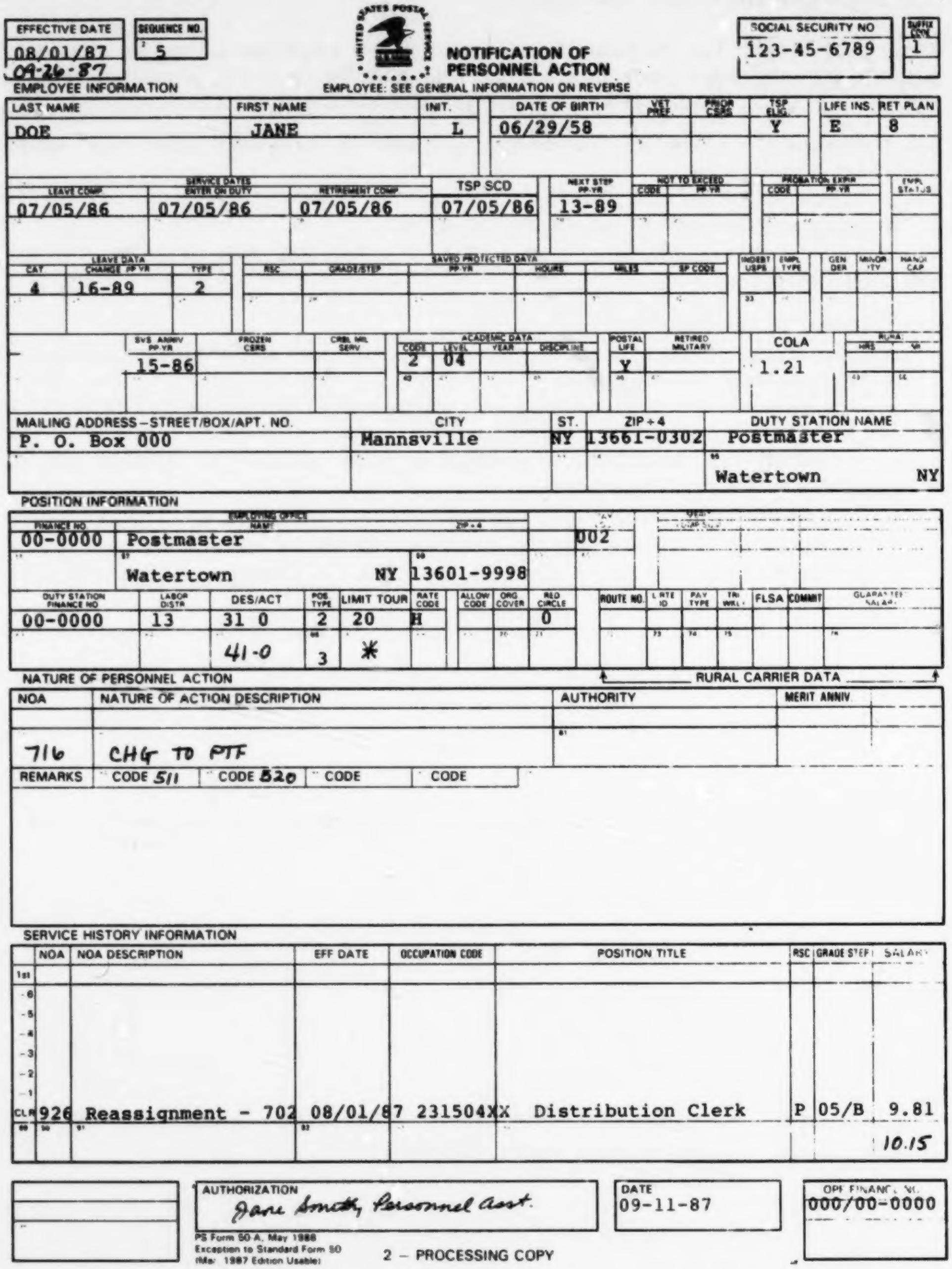
b. Optional Element: 26, 64, 66, 68, 69.

c. Optional Standard Remark Codes: 511, 520.

334.3 Additional Information

a. It is advisable to file the employee's written request for change to PTF on the right side of the OPF to support the Form 50 action.

b. A part-time regular employee must become a PTF before becoming a full time regular, unless that bargaining-unit craft does not have a PTF employee classification.



EFFECTIVE DATE 08/01/87 09-26-87	SEQUENCE NO. 5	SOCIAL SECURITY NO 123-45-6789	SUFFIX CODE 1

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JANE	L	06/29/58			Y	E	8

SERVICE DATES LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	PP-YR	PROBATION EXPIR CODE	PP-YR	EMPL STATUS
07/05/86	07/05/86	07/05/86	07/05/86	13-89					

LEAVE DATA CAT	CHANGE PP-YR	TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
4	16-89	2											

SVS ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	VR
15-86			2	04			Y		1.21		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
P. O. Box 000	Mannsville	NY	13661-0302	Postmaster Watertown NY

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC
00-0000	Postmaster Watertown NY	13601-9998	002

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	13	31 0 41-0	2 3	20 *	H			0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
716	CHG TO PTF		

REMARKS CODE 511 CODE 520 CODE CODE

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	926	Reassignment - 702	08/01/87	231504XX	Distribution Clerk	P	05/B	9.81
								10.15

AUTHORIZATION Jane Smith, Personnel Asst.

DATE 09-11-87

OPF FINANCE NO. 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 334, Form 50-A for Change to Part Time Flexible

335 Reassignment (NOA Code 721)

335.1 Definition. The permanent assignment of an employee (a) to an established position with the same grade in the same rate schedule or (b) to a position with an equivalent grade in another rate schedule (see ELM 414.1 and 421.43).

335.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 335):

a. Mandatory Elements: 1, 79, 93.

b. Optional Elements: 26, 64, 65, 69, 95, 96, 97.

c. Optional Standard Remark Codes: 511, 512, 513, 517, 520, 527, 528, 530, 531, 548, 552, 563, 568.

335.3 Additional Information

a. Restrictions on filling certain positions by preference eligibles (see EL-311 262) do not apply to inservice placement.

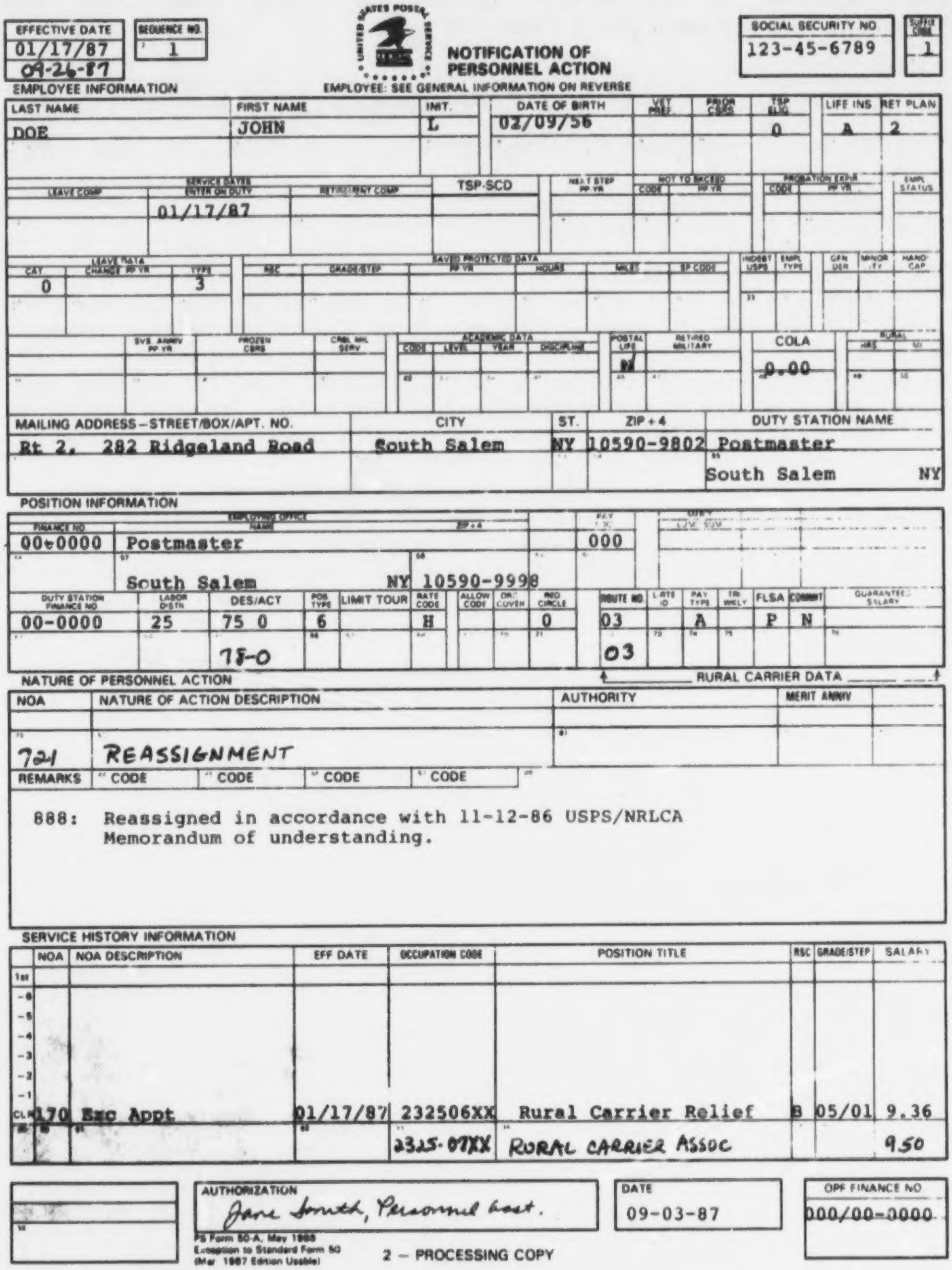
b. See ELM 414 for nonbargaining unit reassignment information and ELM 422.24 for bargaining-unit reassignment information.

c. Include the Postmaster Appointment List Number in element 88 for reassignments to Postmaster positions.

d. Include any applicable standard remark codes.

e. If reassigning to Postal Inspector, be sure to change the retirement code.

f. If reassigning to PTF salary schedule, use NOA 716 *Change to PTF,* as this is the significant change.



EFFECTIVE DATE: 01/17/87
09-26-87
SEQUENCE NO.: 1

NOTIFICATION OF PERSONNEL ACTION
EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO: 123-45-6789
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME: DOE
FIRST NAME: JOHN
INIT.: L
DATE OF BIRTH: 02/09/56
VET PREF:
PRIOR CSRS:
TSP ELIG: 0
LIFE INS: A
RET PLAN: 2

SERVICE DATES ENTER ON DUTY: 01/17/87
TSP-SCD:

LEAVE DATA CAT: 0
TYPE: 3

POSTAL LIFE: N
COLA: 0.00

MAILING ADDRESS—STREET/BOX/APT. NO.: Rt 2. 282 Ridgeland Road
CITY: South Salem
ST.: NY
ZIP + 4: 10590-9802
DUTY STATION NAME: Postmaster
South Salem NY

POSITION INFORMATION

FINANCE NO: 00-0000
EMPLOYING OFFICE NAME: Postmaster
South Salem NY 10590-9998
PAY LOC: 000

DUTY STATION FINANCE NO: 00-0000
LABOR DISTR: 25
DES/ACT: 75 0
78-0
POS TYPE: 6
LIMIT TOUR:
RATE CODE: H
RED CIRCLE: 0
ROUTE NO: 03
03
PAY TYPE: A
FLSA: P
COMMIT: N

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA: 721
NATURE OF ACTION DESCRIPTION: REASSIGNMENT
AUTHORITY:
MERIT ANNIV:

REMARKS CODE CODE CODE CODE

888: Reassigned in accordance with 11-12-86 USPS/NRLCA
Memorandum of understanding.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CUR	170	Exc Appt	01/17/87	232506XX	Rural Carrier Relief	B	05/01	9.36
				2325-07XX	RURAL CARRIER ASSOC			9.50

AUTHORIZATION: Jane Smith, Personnel Asst.
DATE: 09-03-87
OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 335, Form 50-A for Reassignment

336 Extension of Temporary Appointment (NOA Code 760) and Reappointment of Casual (NOA Code 770)

336.1 Definition. Extension of a temporary appointment or reappointment of a casual for additional employment in the same position without a break in service of a workday.

336.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 336):

a. Mandatory Elements: 1, 19, 20, 79.

b. Optional Standard Remark Codes: 559.

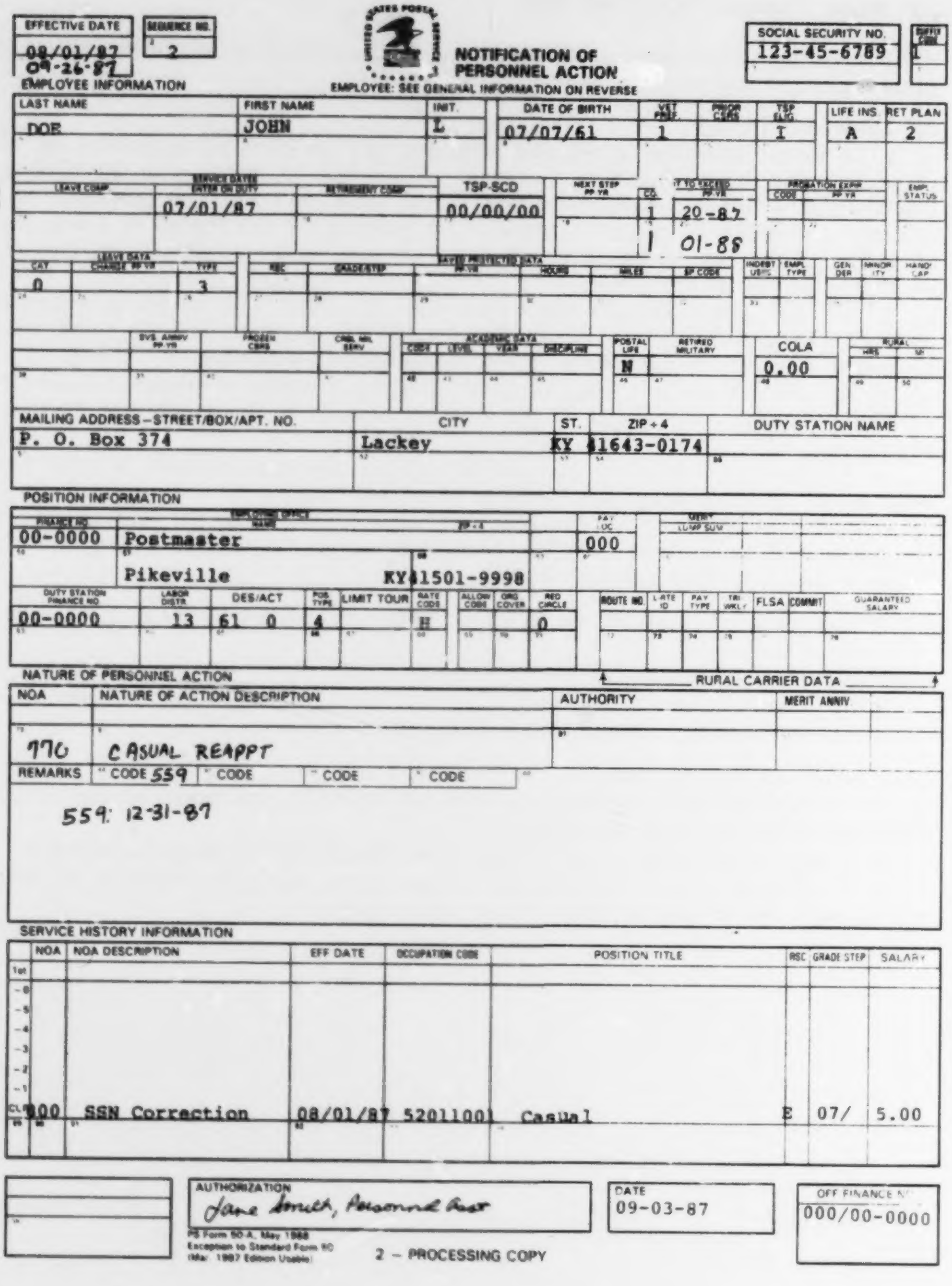
336.3 Additional Information

a. Do not use NOA 770 to place a casual on the rolls; NOA 770 is a change action used for the extension of a casual appointment. If employee is off the rolls, process an accession action (NOA 110 or 113).

b. ELRIC generally provides a year-end casual listing to facilitate mass reappointments or separations of casual employees. This listing is generated only at year end; therefore, expiration dates must be carefully tracked so extensions and reappointments can be processed in a timely fashion.

c. Casuals are limited to two 90-day terms of casual employment in a calendar year. In addition to such employment, casuals may be reemployed during the Christmas period for not more than 21 days (see National Agreement).

d. Use NOA 760 for extension of designation 5X temporary appointment only. A temporary appointment may not be extended beyond the 1-year time limit of the appointment.



EFFECTIVE DATE: ~~08/01/87~~ 09-26-87
SEQUENCE NO.: 2

NOTIFICATION OF PERSONNEL ACTION
EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.: 123-45-6789
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	L	07/07/61	1		I	A	2

LEAVE COMP	SERVICE DATES ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CD.	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMP. STATUS
	07/01/87		00/00/00		1 1	20-87 01-88			

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED/PROTECTED DATA RSC	GRADE/STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
0		3											

	SVS. ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	MI
								N		0.00		

MAILING ADDRESS–STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
P. O. Box 374	Lackey	KY	41643-0174	

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	USER LUMP SUM
00-0000	Postmaster Pikeville	KY 41501-9998		000	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	GRG COVER	RED CIRCLE	ROUTE NO.	LATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	13	61 0	4		H			0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV
770	CASUAL REAPPT		

REMARKS CODE 559 CODE CODE CODE

559: 12-31-87

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CL	900	SSN Correction	08/01/87	52011001	Casual	E	07/	5.00

AUTHORIZATION: Jane Smith, Personnel Asst
DATE: 09-03-87
OFF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 336, Form 50-A for Casual Appointment

337 Name Change (NOA Code 780)

337.1 Definition. Personnel action necessary to change official records when employee's name is changed (by marriage, by court action, etc.).

337.2 Required Forms

a. A written statement is required indicating that the employee intends to use the requested name in all matters concerning the Postal Service, and appropriate evidence that the use of the requested name will not be used for fraudulent purposes. Such evidence is normally a copy of a judicial order granting a name change or a notarized affidavit that the use of the requested name will not be for an illegal, improper or fraudulent purpose (ELM 364.1).

b. SF 2809, *Health Benefits Registration Form,* is needed if the employee is covered under the Federal Employees Health Benefits (FEHB) program and the employee is entitled to and wants to change the type of health benefit enrollment.

c. SF 2810, *Notice of Change in Health Benefits,* is needed if employee is covered by FEHB to notify the carrier of the name change. Send Forms 2810 to PDC for processing.

d. SF 2817, *Life Insurance Election (FEGLI),* is needed if employee is entitled to, or wants to, change coverage due to change in marital status.

e. SF 2823, *Designation of Beneficiary (FEGLI),* may be needed if employee wishes to change designated beneficiary for Federal Employees' Group Life Insurance or wishes to cancel SF 2823 currently on file.

337.3 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 337):

a. Mandatory Elements: 1, 79.

b. Optional Elements: 5, 6, 7.

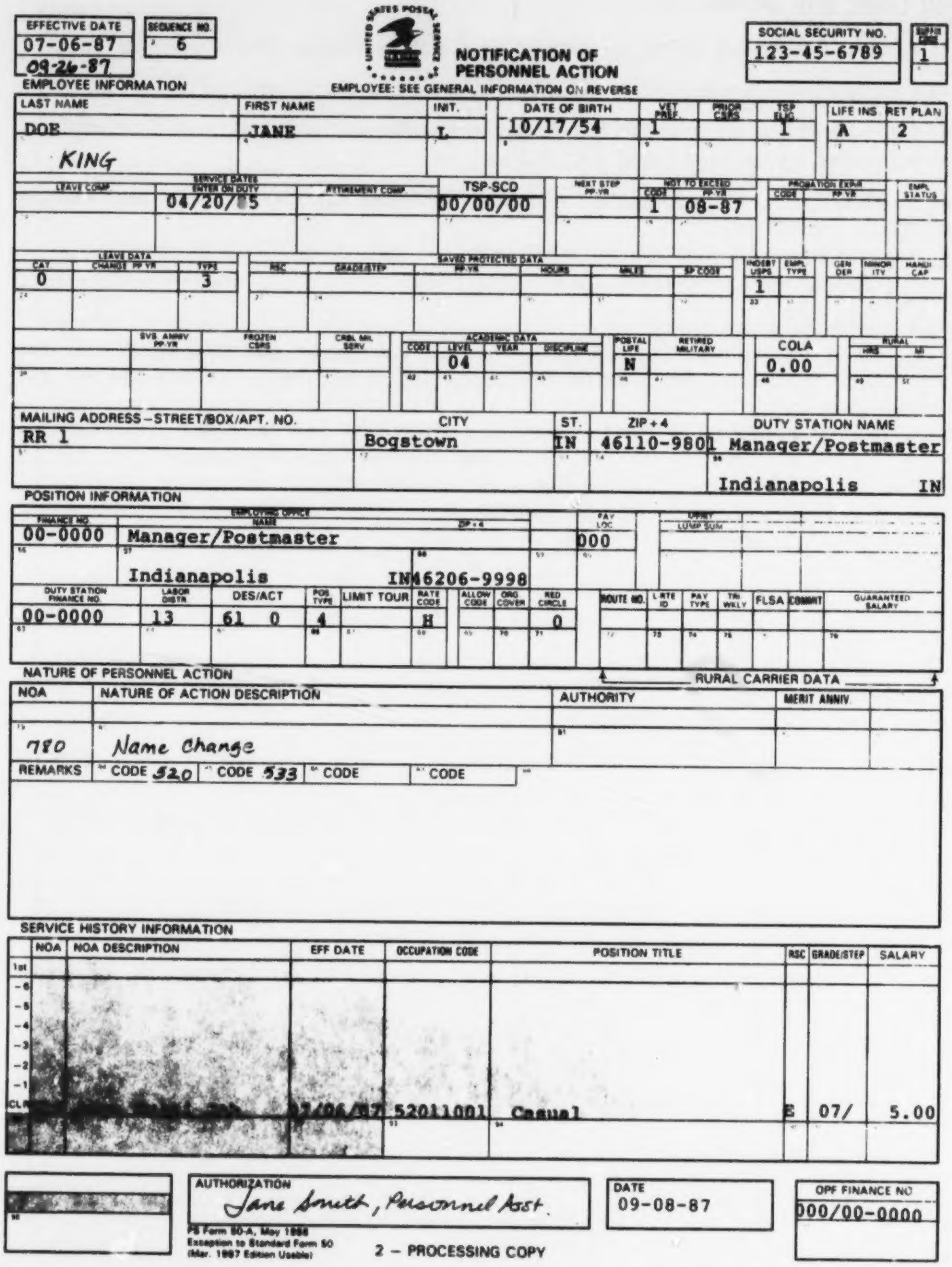
c. Optional Standard Remark Codes: 520, 533.

337.4 Additional Information

a. In addition to completing the elements in 337.3, the name on the Official Personnel Folder also must be corrected.

b. Employee should complete a Form 1216 if there is also a change of address.

c. If effective date of life insurance change, if any, and name change is the same, both changes can be made on Form 50 for name change.



EFFECTIVE DATE: 07-06-87 / 09-26-87
SEQUENCE NO.: 6

NOTIFICATION OF PERSONNEL ACTION
EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.: 123-45-6789
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS	RET PLAN
DOE KING	JANE	L	10/17/54	1		1	A	2

LEAVE COMP	SERVICE DATES ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
	04/20/[illegible]5		00/00/00		1	08-87			

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
0		3							1				

	SVS ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
					04			N		0.00		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
RR 1	Bogstown	IN	46110-9801	Manager/Postmaster Indianapolis IN

POSITION INFORMATION

FINANCE NO.	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	LUMP SUM
00-0000	Manager/Postmaster Indianapolis	IN46206-9998		000	

DUTY STATION FINANCE NO.	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	13	61 0	4		H			0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
780	Name Change		

REMARKS: CODE 520 CODE 533 CODE CODE

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	[illegible]	[illegible]	07/06/87	52011001	Casual	E	07/	5.00

AUTHORIZATION: Jane Smith, Personnel Asst.
DATE: 09-08-87
OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 337, Form 50-A for Name Change

340 Code 800 Series

341 Federal Employees Group Life Insurance (FEGLI) Change (NOA Code 881)

341.1 Definition. A change in employee's FEGLI coverage.

341.2 Required Forms. SF 2817, *Life Insurance Election (FEGLI)*,must be completed and submitted within established time frames.

341.3 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 341):

a. Mandatory Elements: 1, 12, 79.

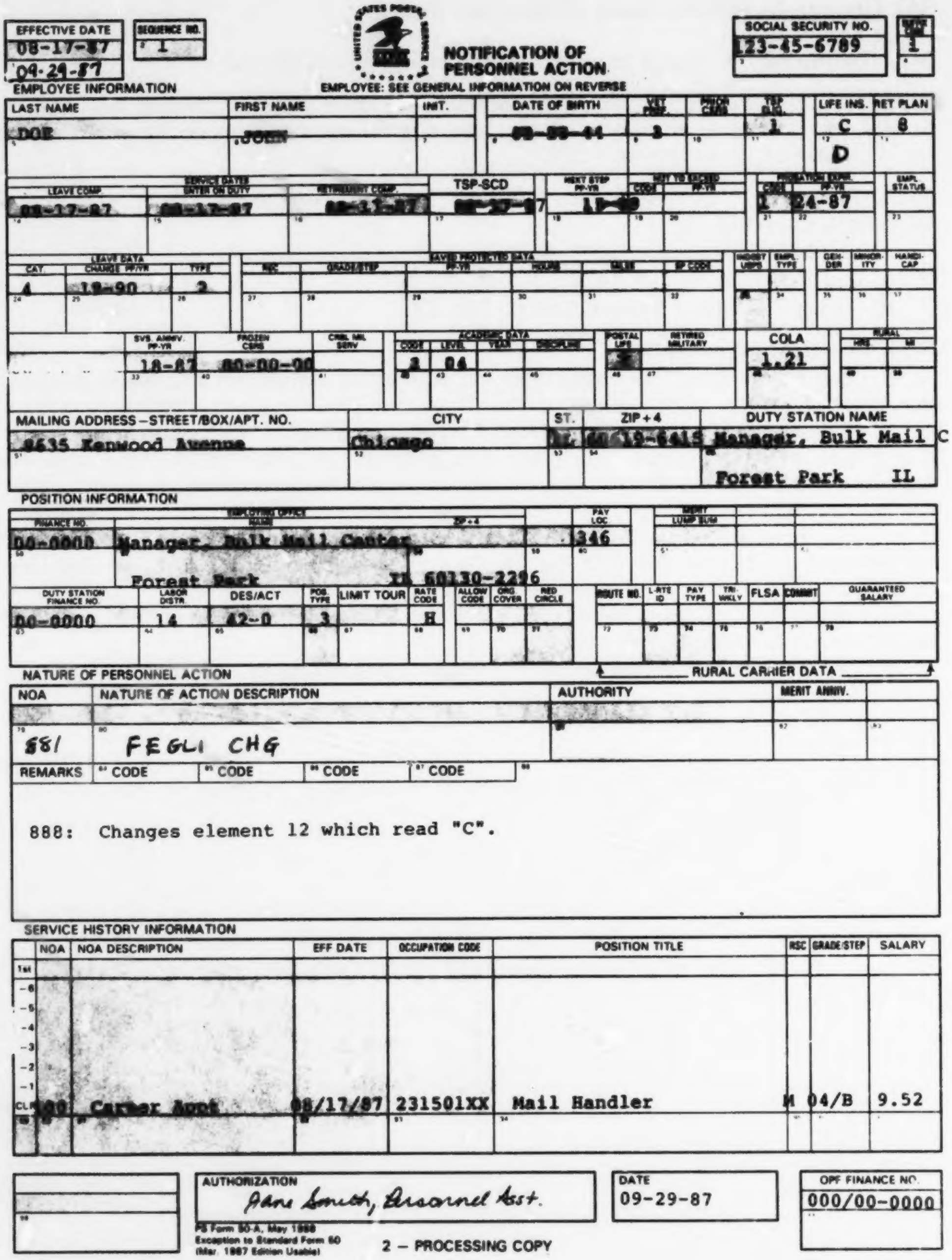
b. Optional Standard Remark Codes: 520, 548.

341.4 Additional Information

a. Do not submit FEGLI change for a new employee on any form other than the Form 50-A. Wait until the processed accession action has been received and use the processing copy.

b. Effective date for a FEGLI change is generally the date on which the completed SF 2817, *Life Insurance Election (FEGLI)*, was submitted by the employee. See FEGLI booklet SF 2817-B, *FEGLI*, for effective dates for other FEGLI changes.

c. See ELM 530 and FEGLI booklet SF 2817-B, *FEGLI*, for complete information on the FEGLI program.



EFFECTIVE DATE	SEQUENCE NO.
08-17-87 09-29-87	1

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.	
123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
~~DOE~~	~~JOHN~~		~~[illegible]-44~~	~~3~~		1	C D	8

LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP.	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	PP-YR	PROBATION EXPIR. CODE	PP-YR	EMPL. STATUS
~~08-17-87~~	~~08-17-87~~	~~[illegible]~~	~~[illegible]~~7	~~[illegible]~~			1	24-87	

LEAVE DATA CAT.	CHANGE PP/YR	TYPE	SAVED PROTECTED DATA						EMPL. TYPE	GEN-DER	MINOR-ITY	HANDI-CAP
4	19-90	2										

	SVS. ANNIV. PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	MI
	18-87	00-00-00		2	04			[illegible]		1.21		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP+4	DUTY STATION NAME
~~8635 Kenwood Avenue~~	~~Chicago~~	~~IL~~	~~60~~619-6415	~~Manager, Bulk Mail C~~ ~~Forest Park~~ IL

POSITION INFORMATION

FINANCE NO.	EMPLOYING OFFICE NAME	ZIP+4		PAY LOC		MERIT LUMP SUM
~~00-0000~~	~~Manager, Bulk Mail Center~~ ~~Forest Park~~	IL 60130-2296		346		

DUTY STATION FINANCE NO.	LABOR DISTR.	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
~~00-0000~~	14	42-0	3		H										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
881	FEGLI CHG			

REMARKS CODE CODE CODE CODE

888: Changes element 12 which read "C".

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CL	~~100~~	~~Career Appt~~	08/17/87	231501XX	Mail Handler	M	04/B	9.52

AUTHORIZATION
Jane Smith, Personnel Asst.

DATE
09-29-87

OPF FINANCE NO.
000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 341, Form 50-A for FEGLI Change

342 Change in Service Dates (NOA Code 882)

342.1 Definition. A change in employee's service computation date.

342.2 Required Forms. Form 144, *Statement of Prior Federal Civilian and Military Service,* is required to correct or change the original submission and must be filed on the right side of the employee's OPF.

342.3 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 342):

a. Mandatory Elements: 1, 79.
b. Optional Elements: 9, 14, 15, 16, 24, 25, 39.
c. Optional Standard Remark Codes: 548, 570.

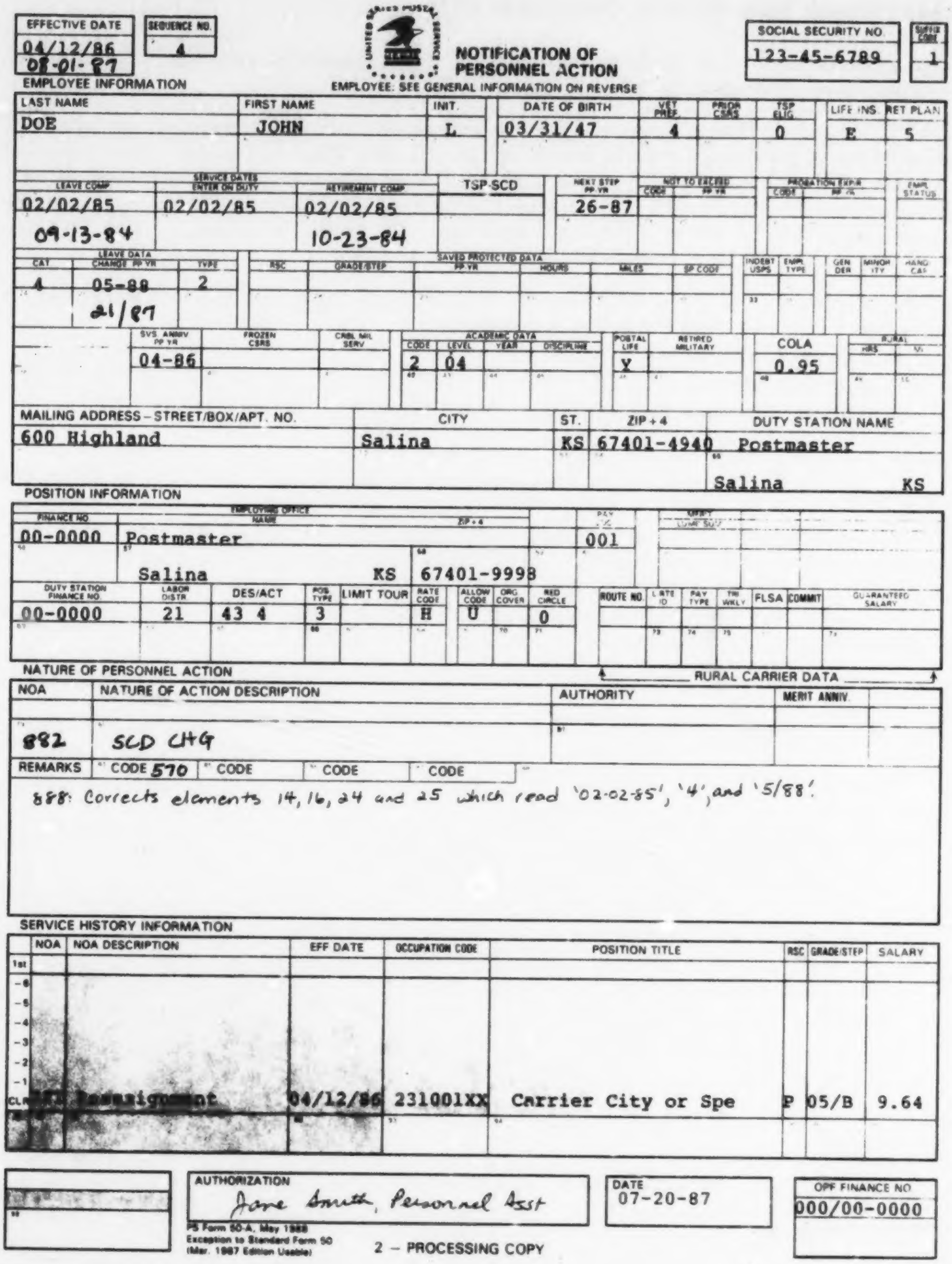
342.4 Additional Information

a. See Exhibit 210d for instructions on computing retirement and leave computation dates.

b. Remarks in element 88 must read "changes elements , , and which read , and ". It is important that remarks contain the data prior to correction so PDC can make the appropriate adjustments. If there is a change to element 14, also change elements 24 and 25.

c. If it is necessary to change the leave category (element 24), the effective date of the action must be the date that the employee was eligible for inclusion in that leave category. Code standard remark 548 to trigger leave adjustment at PDC. Correct, delete (with asterisk), or make an entry in element 25 to indicate the PP/YR on which employee will advance to next category.

d. If an adjustment is not needed to correct leave hours, the effective date must be the current pay period.



EFFECTIVE DATE	SEQUENCE NO.
04/12/86 08-01-87	4

NOTIFICATION OF PERSONNEL ACTION
EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.	SUFFIX CODE
123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	L	03/31/47	4		0	E	5

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
02/02/85 09-13-84	02/02/85	02/02/85 10-23-84		26-87					

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
4	05-88 21/87	2											

SVS. ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL M
04-86			2	04			Y		0.95		

MAILING ADDRESS – STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
600 Highland	Salina	KS	67401-4940	Postmaster Salina KS

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4	PAY %
00-0000	Postmaster Salina KS	67401-9998	001

DUTY STATION FINANCE NO.	LABOR DISTR	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	LATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	21	43 4	3		H	U		0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
882	SCD CHG		

REMARKS	CODE	CODE	CODE	CODE
	570			

888: Corrects elements 14, 16, 24 and 25 which read '02-02-85', '4', and '5/88'.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CUR	[illegible]	Reassignment	04/12/86	231001XX	Carrier City or Spe	P	05/B	9.64

AUTHORIZATION	DATE	OPF FINANCE NO
Jane Smith, Personnel Asst	07-20-87	000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 342, Form 50-A for Service Computation Date Change

343 Periodic Step Increase (NOA Code 893)

343.1 Definition. An increase of one step in a *bargaining* employee's grade level. Eligibility requirements for a PSI are listed in ELM 422.31.

343.2 Required Forms. A PDC-generated report of the affected bargaining-unit employees is distributed several weeks before the date their PSI is due. This is part of an automatic system for generating PSIs that does not require the personnel office's preparation of a Form 50. The printout should be returned to PDC only when the employee's step is to be deferred. Otherwise, no action is necessary and the step increase action will be automatically generated at the PDC.

343.3 Elements. If it is necessary to manually produce a Form 50 worksheet to generate a PSI, complete the following elements:

a. Mandatory Elements: 1, 79, 96, 97.

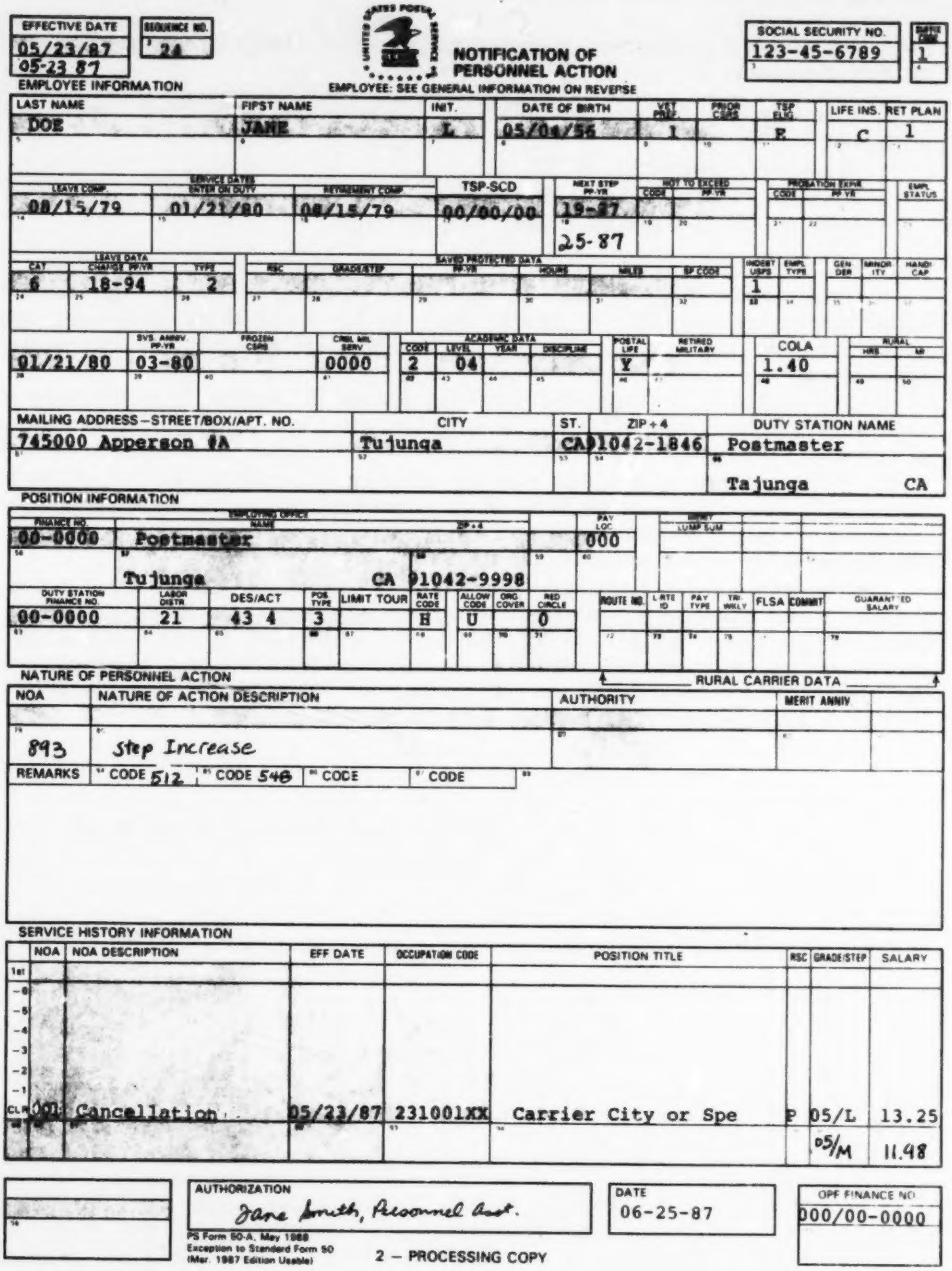
b. Optional Elements: 18, 82.

c. Optional Standard Remark Codes: 511, 512, 548.

343.4 Additional Information

a. If PSI places employee in top step, enter an asterisk in element 18 to delete the field.

b. If granting a PSI as a result of an agreement to cancel the step deferment, process a NOA 001, Cancellation (see 371), to eliminate the deferment from service history; then process NOA 893, Step Increase. Processing two actions is necessary to properly have the deferment cancelled (see Appendix C for additional instructions for cancellation of a step deferment).



NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EFFECTIVE DATE: 05/23/87
05-23 87

SEQUENCE NO.: 24

SOCIAL SECURITY NO.: 123-45-6789

1

EMPLOYEE INFORMATION

LAST NAME: DOE
FIRST NAME: JANE
INIT.: L
DATE OF BIRTH: 05/04/56
VET PREF.: 1
TSP ELIG.: E
LIFE INS.: C
RET PLAN: 1

SERVICE DATES
LEAVE COMP.: 08/15/79
ENTER ON DUTY: 01/21/80
RETIREMENT COMP: 08/15/79
TSP-SCD: 00/00/00
NEXT STEP PP-YR: 19-87
25-87

LEAVE DATA
CAT: 6
CHANGE PP/YR: 18-94
TYPE: 2

INDEBT USPS: 1

01/21/80
SVS. ANNIV. PP-YR: 03-80
CRBL MIL SERV: 0000
ACADEMIC DATA
CODE: 2
LEVEL: 04
POSTAL LIFE: Y
COLA: 1.40

MAILING ADDRESS—STREET/BOX/APT. NO.: 745000 Apperson #A
CITY: Tujunga
ST.: CA
ZIP + 4: 91042-1846
DUTY STATION NAME: Postmaster
Tajunga CA

POSITION INFORMATION

FINANCE NO.: 00-0000
EMPLOYING OFFICE NAME: Postmaster
Tujunga CA 91042-9998
PAY LOC: 000

DUTY STATION FINANCE NO.: 00-0000
LABOR DISTR: 21
DES/ACT: 43 4
POS TYPE: 3
LIMIT TOUR:
RATE CODE: H
ALLOW CODE: U
ORG COVER:
RED CIRCLE: 0

ROUTE NO. | L-RTE ID | PAY TYPE | TRI-WKLY | FLSA | COMMIT | GUARANTEED SALARY

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA: 893
NATURE OF ACTION DESCRIPTION: Step Increase
AUTHORITY:
MERIT ANNIV:

REMARKS
CODE 512
CODE 548
CODE
CODE

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	001	Cancellation	05/23/87	231001XX	Carrier City or Spe	P	05/L	13.25
							05/M	11.98

AUTHORIZATION: Jane Smith, Personnel Asst.

DATE: 06-25-87

OPF FINANCE NO.: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 343, Form 50-A for Periodic Step Increase

344 Pay Adjustment (NOA Code 894)

344.1 Definition. An adjustment in compensation rate or change in base pay, but not in the title of position.

344.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 344):

a. Mandatory Elements: 1, 79, 97.

b. Optional Elements: 13, 27, 28, 29, 30, 31, 32, 93, 95, 96.

c. Optional Standard Remark Codes: 548, 567, 572.

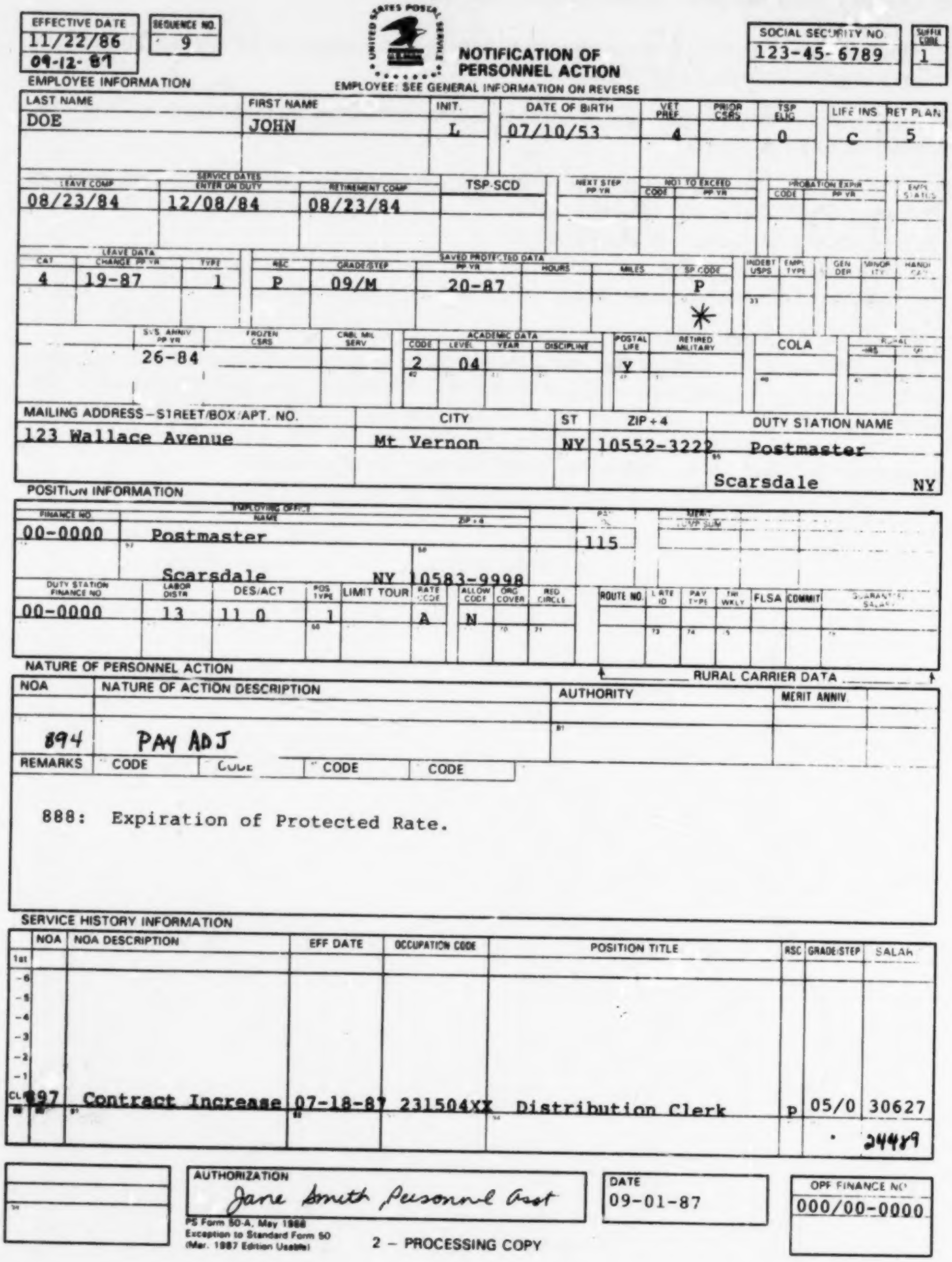
344.3 Additional Information

a. This NOA may be used to adjust pay rate for a casual employee with authorization (see Appendix A, Special Pay), or for a temporary postmaster upon advancement or relegation of office, or to terminate rate retention (see Appendix A, Special Pay).

b. To terminate rate retention, enter an asterisk in element 32 to eliminate the saved/protected code. If terminating saved grade, enter an asterisk in element 95 to eliminate the saved grade code (e.g., enter "E*" to eliminate the "EA" from element 95.

c. When terminating protected rate, the effective date must be the date of the pay period and year entered in element 29. If protected rate is not terminated at the beginning of that pay period, the system will generate an error on the "631" report (for description of 631 report, see Appendix C).

d. The effective date for terminating protected rate prior to the 104 week period is the pay period following a determination that an employee is no longer entitled to a protected rate (see ELM 421.514 for reasons for terminating protected rate prior to expiration date). It is recommended that the authority for this action be annotated in the remarks section (element 88) and that a copy of the written authority be filed on the right side of the employee's OPF to support this change action.



NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EFFECTIVE DATE: 11/22/86 09-12-87

SEQUENCE NO.: 9

SOCIAL SECURITY NO.: 123-45-6789

SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG	LIFE INS	RET PLAN
DOE	JOHN	L	07/10/53	4		0	C	5

SERVICE DATES LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	PP YR	PROBATION EXPIR CODE	PP YR	EMPL STATUS
08/23/84	12/08/84	08/23/84							

LEAVE DATA CAT	CHANGE PP YR	TYPE	RSC	GRADE/STEP	SAVED PROTECTED DATA PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GEN DER	MINOR ITY	HANDI CAP
4	19-87	1	P	09/M	20-87			P *					

SVS ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	
26-84			2	04			Y				

MAILING ADDRESS–STREET/BOX/APT. NO.	CITY	ST	ZIP+4	DUTY STATION NAME
123 Wallace Avenue	Mt Vernon	NY	10552-3222	Postmaster Scarsdale NY

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP+4	PS	MERIT LWP SUM
00-0000	Postmaster Scarsdale NY	10583-9998	115	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE
00-0000	13	11 0	1		A	N		

RURAL CARRIER DATA: ROUTE NO. | LATE ID | PAY TYPE | TRI WKLY | FLSA | COMMIT | GUARANTEED SALARY

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
894	PAY ADJ		

REMARKS: CODE | CODE | CODE | CODE

888: Expiration of Protected Rate.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CL	897	Contract Increase	07-18-87	231504XX	Distribution Clerk	P	05/0	30627
								24489

AUTHORIZATION: Jane Smith Personnel Asst

DATE: 09-01-87

OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 344, Form 50-A for Pay Adjustment

345 Quality Step Increase (QSI)(NOA Code 896)

345.1 Definition. A step increase granted before the expiration of waiting period in recognition of outstanding performance.

345.2 Required Forms. Form 1727, *Award Recommendation/Authorization,* must be approved through channels.

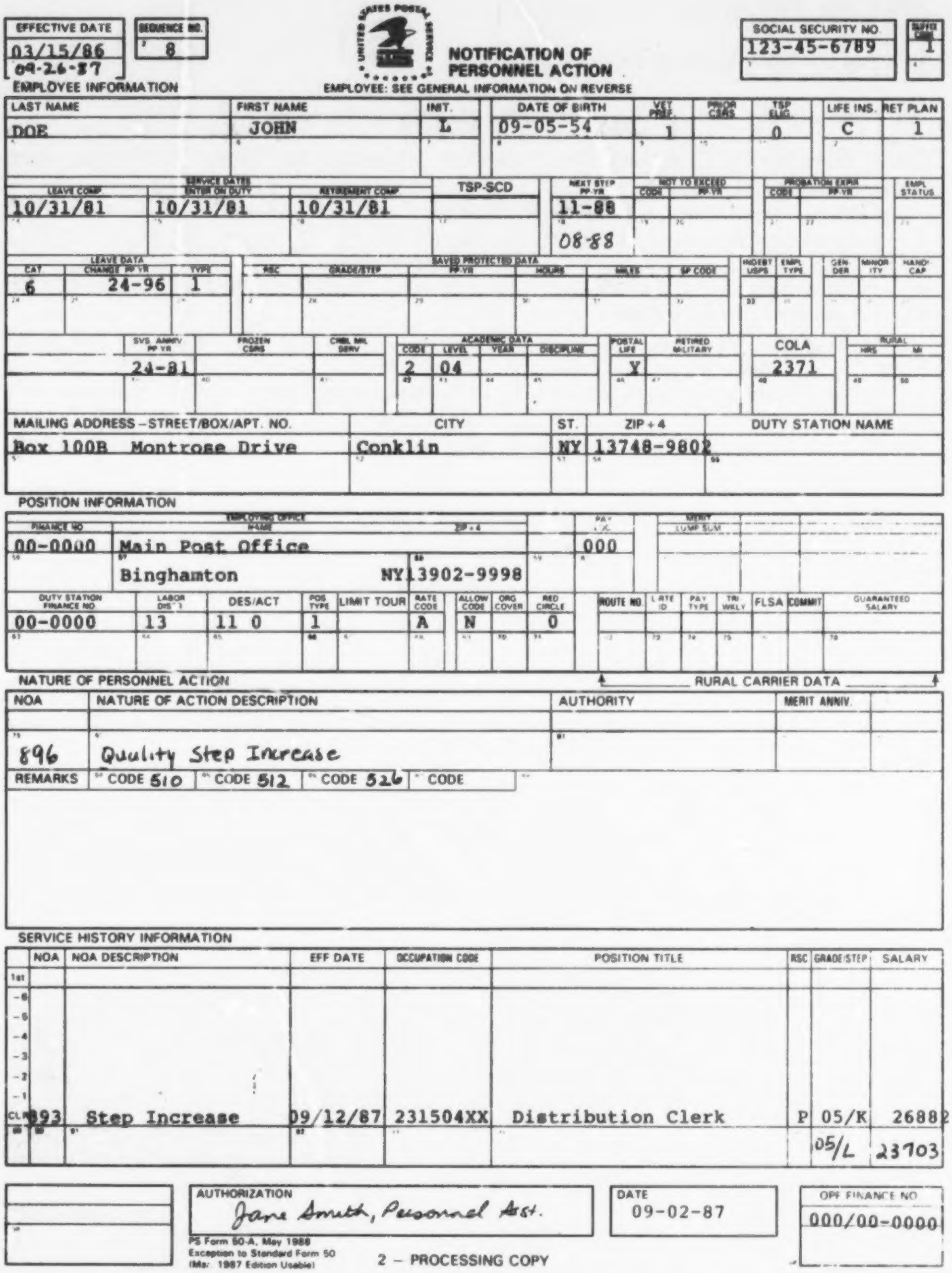
345.3 Elements. Complete the following elements on PS Form 50-A (see sample worksheet, Exhibit 345):

a. Mandatory Elements: 1, 11, 79, 96, 97.
b. Optional Elements: 64.
c. Optional Standard Remark Codes: 510, 511, 512, 526, 548.

345.4 Additional Information

a. A QSI does not change the due date for an employee's advancement to the next higher step, except as outlined in ELM 634.441b. Therefore, change element 18 if the employee's new step is J, L, or N because the waiting period between these steps is decreased. To determine the new Periodic Step Increase PP/YR, compute from the last step increase received by the employee using the new waiting period.

b. File a copy of Form 1727 on the right side of employee's OPF.



EFFECTIVE DATE	SEQUENCE NO.	SOCIAL SECURITY NO.	SUFFIX CODE
03/15/86 09-26-87	8	123-45-6789	1

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	L	09-05-54	1		0	C	1

SERVICE DATES LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	PP-YR	PROBATION EXPIR CODE	PP-YR	EMPL STATUS
10/31/81	10/31/81	10/31/81		11-88 08-88					

LEAVE DATA CAT	CHANGE PP YR	TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
6	24-96	1											

SVS ANNIV PP YR	FROZEN CSRS	CRDT MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	MI
24-81			2	04			Y		2371		

MAILING ADDRESS – STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
Box 100B Montrose Drive	Conklin	NY	13748-9802	

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM
00-0000	Main Post Office Binghamton NY	13902-9998		000	

DUTY STATION FINANCE NO	LABOR DIST	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	LATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	13	11 0	1		A	N		0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
896	Quality Step Increase		

REMARKS CODE 510 | CODE 512 | CODE 526 | CODE

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CL	893	Step Increase	09/12/87	231504XX	Distribution Clerk	P	05/K 05/L	26882 23703

AUTHORIZATION Jane Smith, Personnel Asst.

DATE 09-02-87

OPF FINANCE NO 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 345, Form 50-A for Quality Step Increase

350 Code 900 Series

351 Detail Termination (NOA Code 900)

351.1 Definition. Termination of a detail that was effected by a Form 50.

351.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 351):

a. Mandatory Elements: 1, 79, 93.

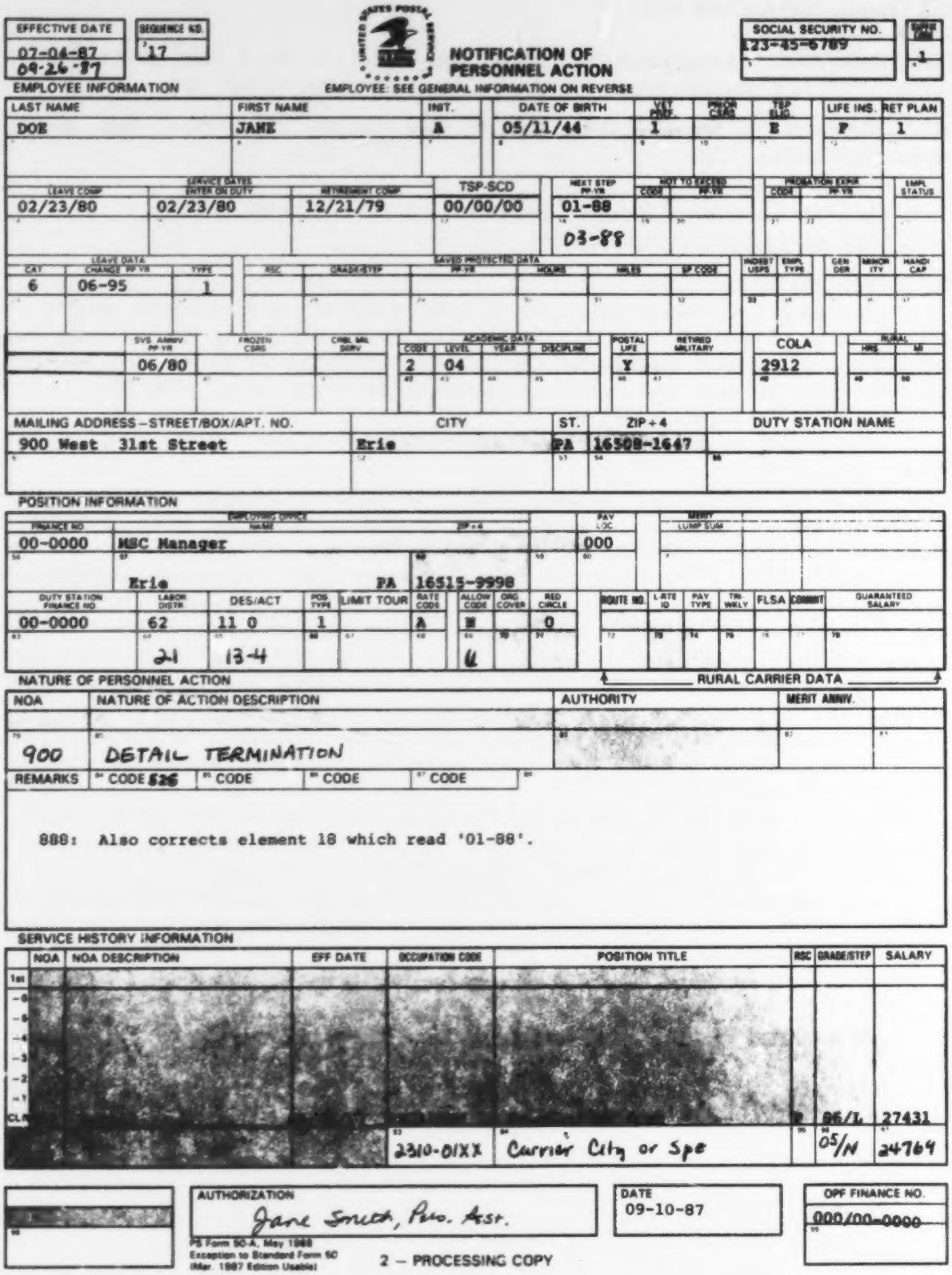
b. Optional Elements: 18, 56, 60, 63, 64, 65, 69, 72, 77, 95, 96, 97, 99.

c. Optional Standard Remark Codes: 526, 548.

351.3 Additional Information

a. If detail was performed at a higher level, adjust step and next step due date on Form 50, if necessary.

b. If bargaining-unit employee's detail is terminating, make certain that you inform the proper supervisors in order to accomplish scheduling for the employee's return to regular duty assignment within required time frames.



EFFECTIVE DATE	SEQUENCE NO.
07-04-87 09-26-87	17

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.	SUPP. CODE
123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JANE	A	05/11/44	1		E	F	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
02/23/80	02/23/80	12/21/79	00/00/00	01-88 03-88					

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
6	06-95	1											

	SVS ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
	06/80			2	04			Y		2912		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
900 West 31st Street	Erie	PA	16508-1647	

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM
00-0000	MSC Manager Erie PA	16515-9998		000	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	62 21	11 0 13-4	1		A	E U		0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
900	DETAIL TERMINATION			

REMARKS CODE 526 CODE CODE CODE

888: Also corrects element 18 which read '01-88'.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR							06/L	27431
				2310-01XX	Carrier City or Spe		05/N	24764

AUTHORIZATION	DATE	OPF FINANCE NO.
Jane Smith, Pers. Asst.	09-10-87	000/00-0000

PS Form 50-A, May 1986
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 351, Form 50-A for Detail Termination

352 Detail (NOA Code 901)

352.1 Definition. Assignment of a career employee for more than 90 continuous working days to a position other than the one to which regularly assigned.

352.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 352):

a. Mandatory Elements: 1, 79, 93.

b. Optional Elements: 18, 56, 60, 63, 64, 65, 66, 68, 69, 95, 96, 97, 99.

c. Optional Standard Remark Codes: 532, 548.

352.3 Additional Information

a. Any employee, except those covered in ELM 427 who is temporarily assigned to higher-level work is given Form 1723, *Assignment Order,* (1) stating the beginning and approximate termination dates of the detail, and (2) directing the employee to perform the higher-level position. The supervisor completes the written order which then serves as authorization for higher level pay.

b. The policy on the use of temporary assignments (details) is described in ELM 353.3.

c. NOA 901 must be used to detail regular rural carrier employees to positions with a different rate schedule code. Remember to use asterisks to delete rural information (elements 49, 50 and 72-76) from the Form 50 worksheet.

d. NOA 901 is not used for temporary employees. Postmaster Relief/Leave Replacement (PMR/LR) and Temporary Postmaster (TPM) employees cannot be detailed. To place a PMR/LR in a TPM position, you must first terminate the PMR/LR position on Form 1653, *Postmaster Relief/Leave Replacement Employment Data,* and process an accession Form 50 (NOA 110 or 113) to place the employee in TPM position.

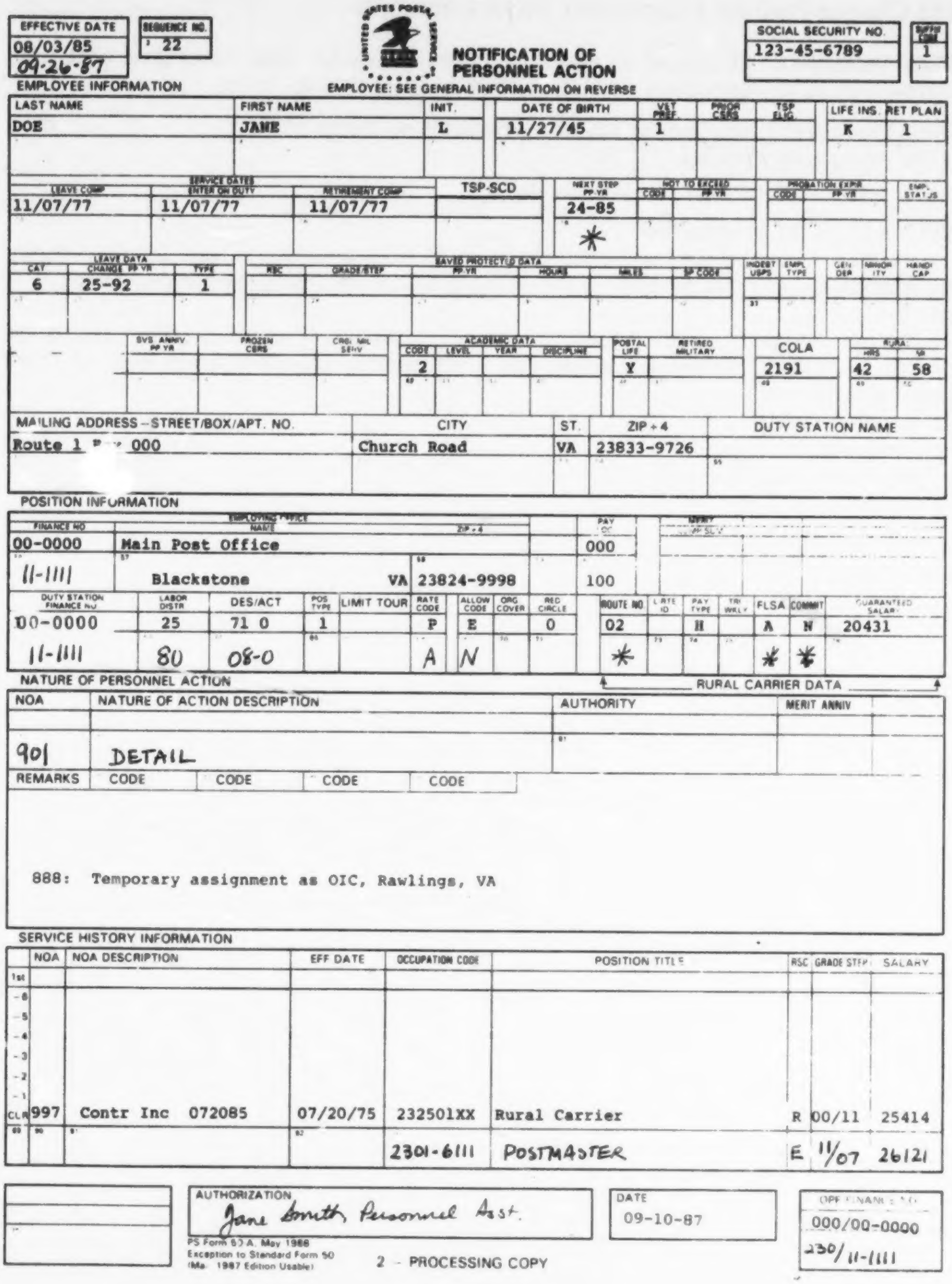
e. For further clarification on eligibility and salary calculations for employees on temporary assignment, see ELM 411 (for nonbargaining employees) and ELM 422.4 (for bargaining-unit employees).

f. Newly promoted nonbargaining employees can not be detailed to another position until 6 months has elapsed from the date of promotion, except in emergencies with the approval of the MSC Manager (see Handbook EL-311, 544.82).

g. See Handbook EL-311, 544.8 for 60-day time limit imposed on higher-level details to vacant positions covered under Subchapter 540 pending selection of a person for permanent assignment.

h. See Handbook EL-311, 544.84 for definition, restrictions, and time limitations for Officer-in-Charge assignments.

i. Bargaining-unit employees serving details to supervisory (nonbargaining) positions are generally ineligible to bid on vacant duty assignments in the craft to which they are permanently assigned. Consult appropriate collective bargaining agreement for more information.



EFFECTIVE DATE	SEQUENCE NO.
08/03/85 09-26-87	22

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.	
123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JANE	L	11/27/45	1			K	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL. STATUS
11/07/77	11/07/77	11/07/77		24-85					
				*					

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
6	25-92	1											

SVS ANNIV PP-YR	FROZEN CSRS	CRE: MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
			2				Y		2191	42	58

MAILING ADDRESS – STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
Route 1 [illegible] 000	Church Road	VA	23833-9726	

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC
00-0000	Main Post Office			000
11-1111	Blackstone VA	23824-9998		100

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	REC CIRCLE	ROUTE NO	RATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	25	71 0	1		P	E		0	02		H		A	N	20431
11-1111	80	08-0			A	N			*				*	*	

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV
901	DETAIL		

REMARKS CODE CODE CODE CODE

888: Temporary assignment as OIC, Rawlings, VA

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	997	Contr Inc 072085	07/20/75	232501XX	Rural Carrier	R	00/11	25414
				2301-6111	POSTMASTER	E	11/07	26121

AUTHORIZATION Jane Smith, Personnel Asst.

DATE 09-10-87

OPF FINANCE NO.
000/00-0000
230/11-1111

PS Form 50-A, May 1988
Exception to Standard Form 50
(Ma. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 352, Form 50-A for Detail

353 Change Position Information (NOA Code 902)

353.1 Definition. Change of an employee's official position title, occupation code, rate schedule code, or designation code when there is no change in duties.

353.2 Elements. Complete the following elements on Form 50-A.

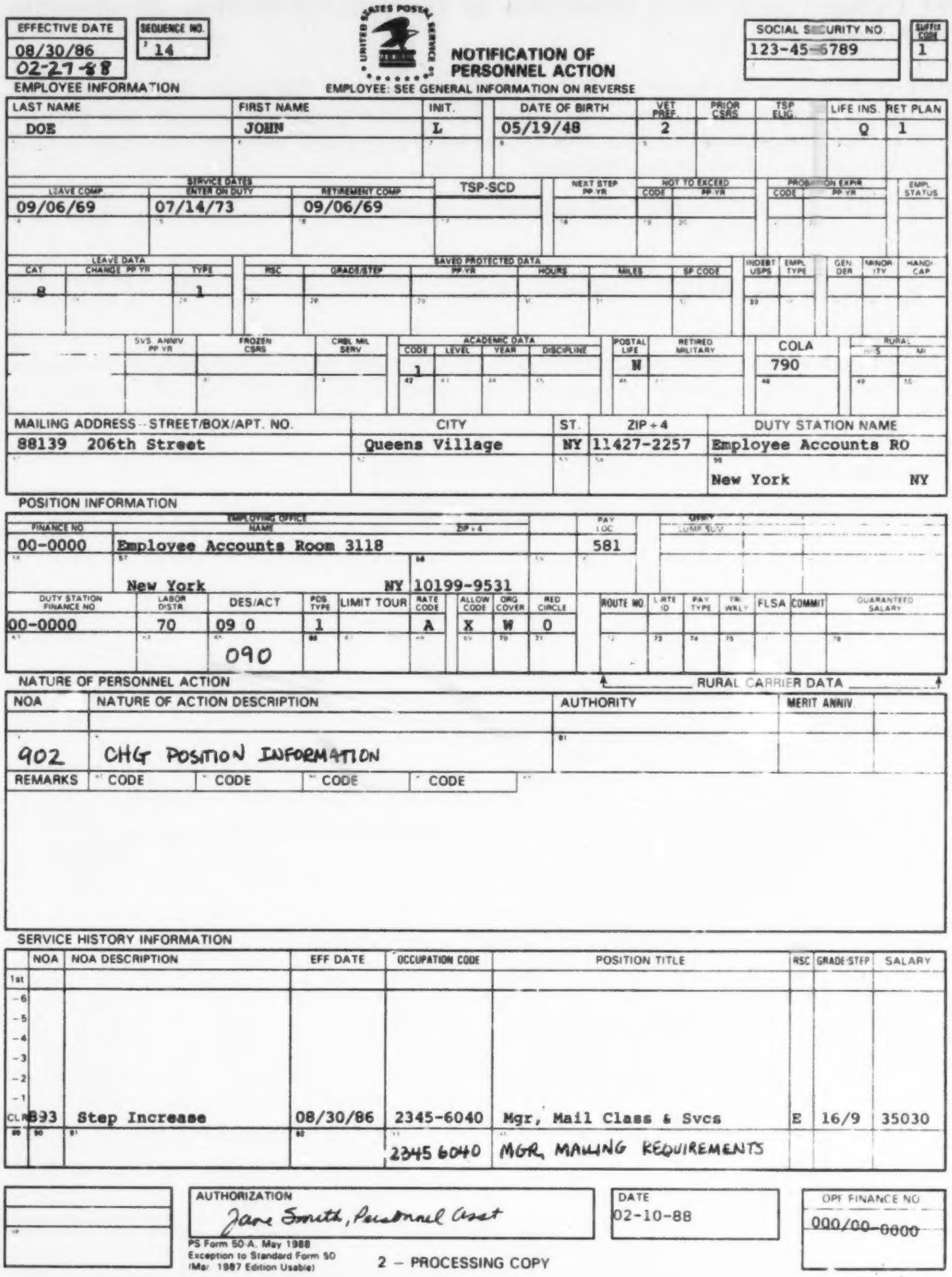
a. Mandatory Elements: 1, 79.

b. Optional Elements: 65, 93, 95, 96, 97.

353.3 Additional Information

a. This nature of action is generally used for mass changes of rate schedule codes, designation codes, or to conform with revised position titles published in Handbooks P-1 and P-4.

b. Do not use this code if there is a change in duty assignment or salary level. Such changes must be processed as a promotion, reassignment, change to lower level, or other appropriate action.



EFFECTIVE DATE: 08/30/86
02-27-88
SEQUENCE NO.: 14

UNITED STATES POSTAL SERVICE

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.: 123-45-6789
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	L	05/19/48	2			Q	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
09/06/69	07/14/73	09/06/69							

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
8		1											

SVS ANNIV PP YR	FROZEN CSRS	CRDL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
			1				N		790		

MAILING ADDRESS -- STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
88139 206th Street	Queens Village	NY	11427-2257	Employee Accounts RO New York NY

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC	LUMP SUM
00-0000	Employee Accounts Room 3118 New York NY	10199-9531	581	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	L-RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	70	09 0 090	1		A	X	W	0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
902	CHG POSITION INFORMATION		

REMARKS: CODE CODE CODE CODE

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	893	Step Increase	08/30/86	2345-6040	Mgr, Mail Class & Svcs	E	16/9	35030
				2345 6040	MGR, MAILING REQUIREMENTS			

AUTHORIZATION: Jane Smith, Personnel Asst

DATE: 02-10-88

OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 353, Form 50-A for Change Position Information

354 Uniform Allowance Certification or Uniform Certification Disallowance (NOA Code 903)

354.1 Definition. A change in the employee's eligibility for uniform allowance that require no other type of concurrent personnel action (e.g., distribution and window clerk's daily assignment changed from 3 hours window and 5 hours distribution to 5 hours window and 3 hours distribution.)

354.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 354):

a. *Mandatory Elements:* 1, 69, 79.

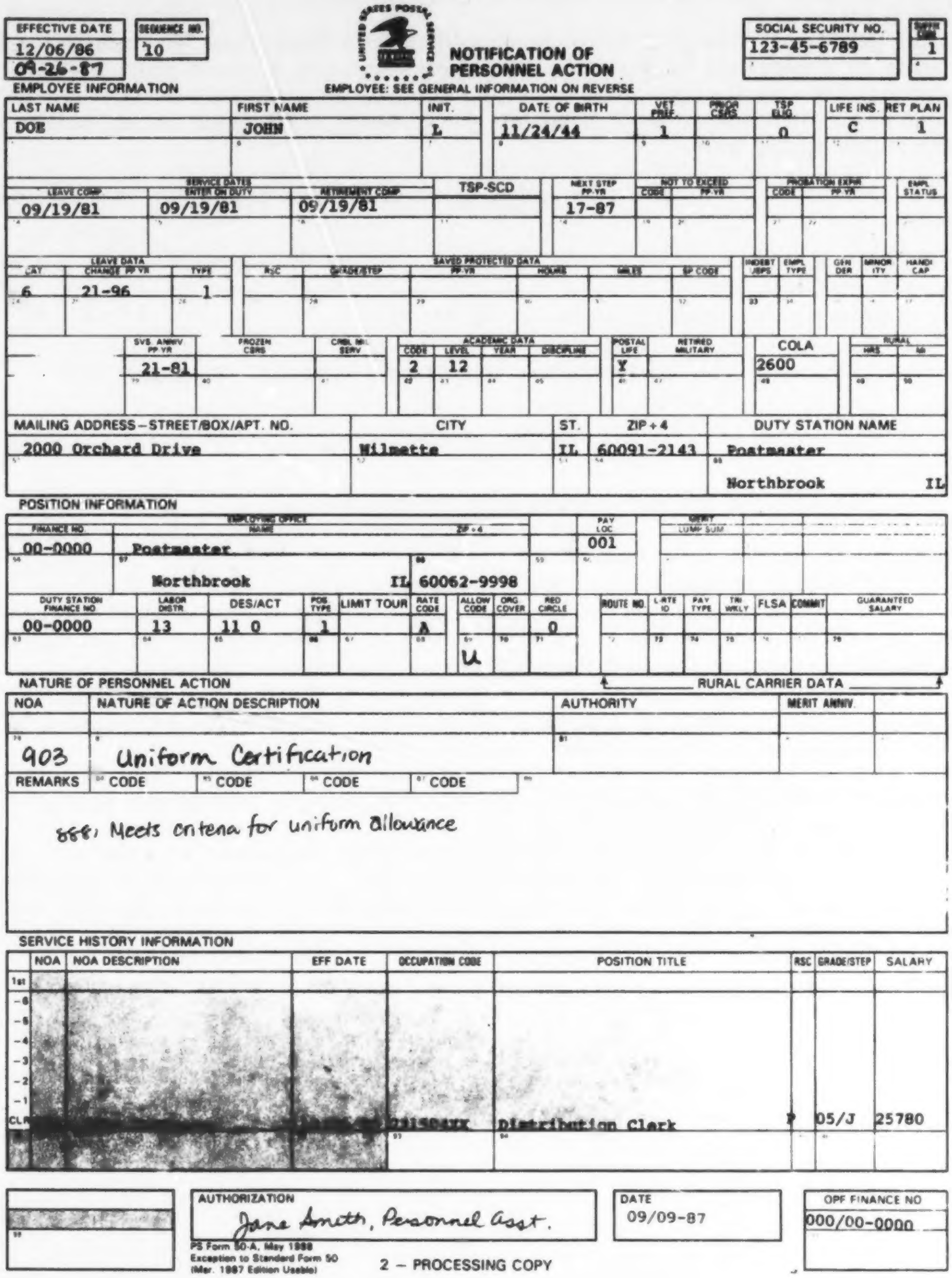
b. *Optional Standard Remark Codes:* 513.

354.3 Additional Information

a. When a concurrent personnel action is processed which establishes or discontinues an employee's eligibility for uniform allowance, show the certification or disallowance in element 69 of the Form 50-A. Do not process a separate certification or disallowance action in this case.

b. See Exhibit 210a for Uniform Allowance Codes.

c. Form 50 is not used for *work clothes* allowance.



EFFECTIVE DATE	SEQUENCE NO.		SOCIAL SECURITY NO.
12/06/86 09-26-87	10		123-45-6789

UNITED STATES POSTAL SERVICE

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	L	11/24/44	1		0	C	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
09/19/81	09/19/81	09/19/81		17-87					

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
6	21-96	1											

SVS. ANNIV PP-YR	FROZEN CSRS	CRDL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
21-81			2	12			Y		2600		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
2000 Orchard Drive	Wilmette	IL	60091-2143	Postmaster Northbrook IL

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM
00-0000	Postmaster Northbrook IL	60062-9998		001	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	13	11 0	1		A	U		0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
903	Uniform Certification		

REMARKS CODE CODE CODE CODE

888: Meets criteria for uniform allowance

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	[redacted]	[redacted]	[redacted]	231504XX	Distribution Clerk	P	05/J	25780

AUTHORIZATION	DATE	OPF FINANCE NO
Jane Smith, Personnel Asst.	09/09-87	000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 354, Form 50-A for Uniform Certification

355 Change to Leave Earning Status (NOA Code 907)

355.1 Definition. Change to Leave Earning Status of a Designation 73 substitute rural carrier or Designation 78 Rural Carrier Associate serving a vacant route or in the absence of the regular rural carrier who is on extended leave. On the 91st day, the relief rural carrier is redesignated 72 (substitute rural carrier) or 74 (rural carrier associate) and begins earning leave.

Note: Designation 75 Rural Carrier Relief employees are not eligible for leave earning status.

355.2 Elements. Complete the following elements on PS Form 50-A (see sample worksheet, Exhibit 355).

a. Mandatory Elements: 1, 14, 56, 65, 72, 77, 79.

b. Optional Elements: 24, 25, 26.

c. Optional Standard Remark Codes: 508, 514, 515, 535, 548, 571, 572.

355.3 Additional Information

a. This type of action is to be effective on the 91st day the relief rural carrier covers the route.

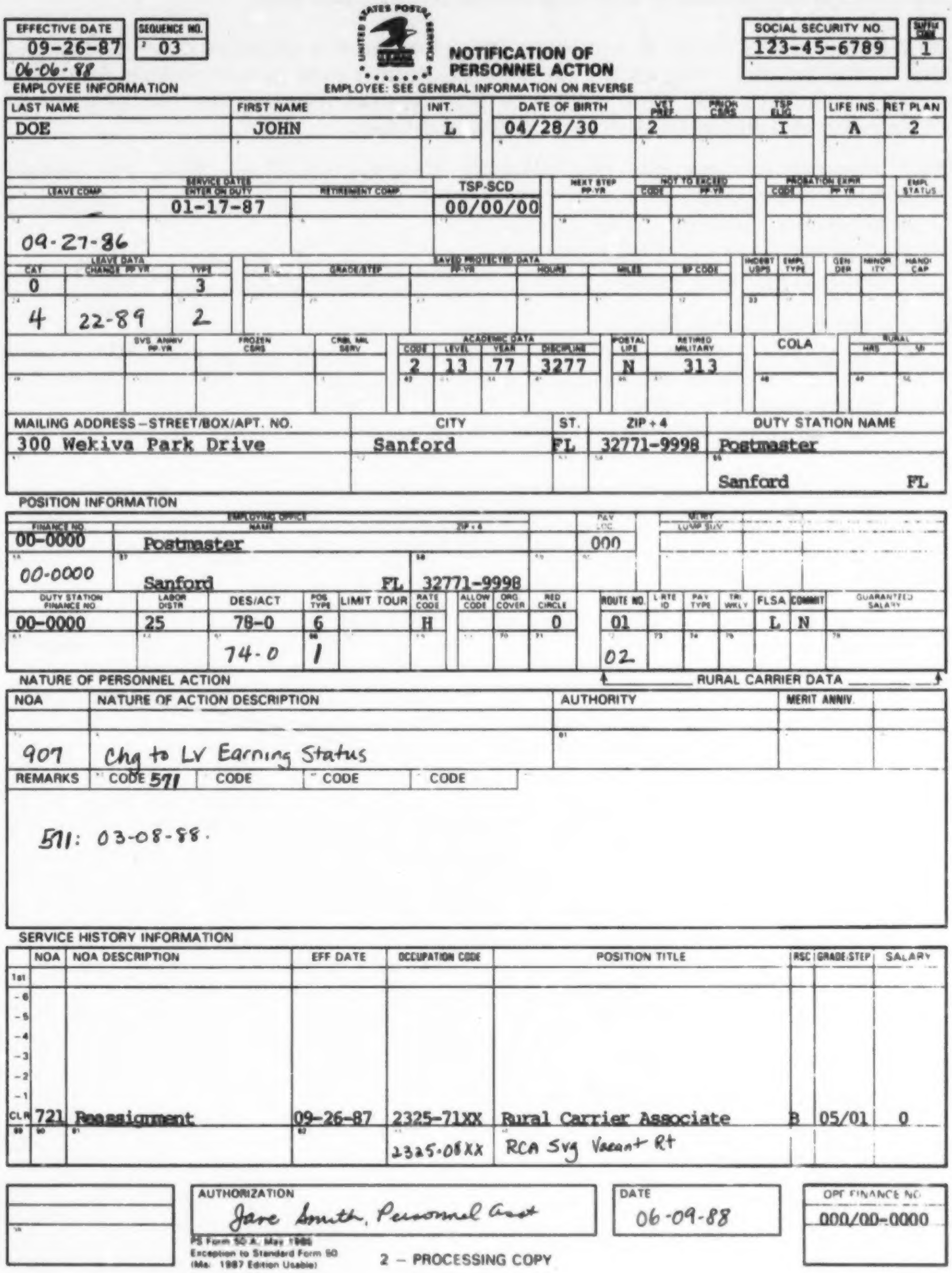
b. The employee will begin earning leave immediately.

c. In element 14, enter the date of the first day the employee began carrying the vacant route. Enter a "2" in element 26.

d. Change designation/activity code (element 65) to 72-0 or 74-0 as appropriate.

e. It is recommended that some sort of tracking method be used in order to ensure that the employee is returned to nonleave earning status (NOA 908) when the regular rural carrier returns to duty or if the employee is not awarded the vacant route.

f. When moving a designation 73 substitute rural carrier into a designation 72 position, *do not terminate the designation 73 position* or any other valid dual positions. *The employee may not work in other dual jobs while serving vacant route as a des. 72,* but it is not necessary to delete the dual jobs and then reestablish them when the employee returns to the designation 73 position. For example, an employee holds dual combinations 41/77/73. Process NOA 907 on suffix 1 to change designation 73 to designation 72. PDC will shift job segments making the designation 41 a suffix 2, the designation 77 a suffix 3, and the designation 73 a suffix 4. Process Form 50 NOA 908 (see 356) as suffix 1 to return employee to the designation 73 position. The PDC will drop the designation 72 position and shift the remaining job segments back into the proper order. Follow the same procedure for Rural Carrier Associate employees who hold dual casual positions.



EFFECTIVE DATE	SEQUENCE NO.	SOCIAL SECURITY NO.	SUFFIX CODE
09-26-87	03	123-45-6789	1
06-06-88			

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	L	04/28/30	2		I	A	2

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
—	01-17-87		00/00/00						
09-27-86									

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA R.I.	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GEN DER	MINOR ITY	HANDI CAP
0		3											
4	22-89	2											

	SVS ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	MI
				2	13	77	3277	N	313			

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
300 Wekiva Park Drive	Sanford	FL	32771-9998	~~Postmaster~~
				Sanford FL

POSITION INFORMATION

EMPLOYING OFFICE FINANCE NO	NAME	ZIP + 4	PAY LOC.	MERIT LUMP SUM
~~00-0000~~	~~Postmaster~~		000	
00-0000	Sanford FL	32771-9998		

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	25	~~78-0~~	~~6~~		H			0	~~01~~				L	N	
		74-0	1						02						

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
907	Chg to Lv Earning Status		

REMARKS CODE 571 CODE CODE CODE

571: 03-08-88.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	721	~~Reassignment~~	~~09-26-87~~	~~2325-71XX~~	~~Rural Carrier Associate~~	~~B~~	~~05/01~~	~~0~~
				2325-08XX	RCA Svg Vacant Rt			

AUTHORIZATION Jane Smith, Personnel Asst

DATE 06-09-88

OPF FINANCE NO 000/00-0000

PS Form 50-A, May 1986
Exception to Standard Form 50
(Ma: 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 355, Form 50-A for Change to Leave Earning Status

356 Change to Non-Leave Earning Status (NOA Code 908)

356.1 Definition. Change to non-leave earning status of a substitute rural carrier or a rural carrier associate. This occurs (1) when the regular rural carrier position which was vacant for more than 90 days is filled or (2) upon the return of the full time carrier after an extended period of absence in excess of 90 days.

356.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 356):

a. Mandatory Elements: 1, 25, 65, 72, 77, 79.

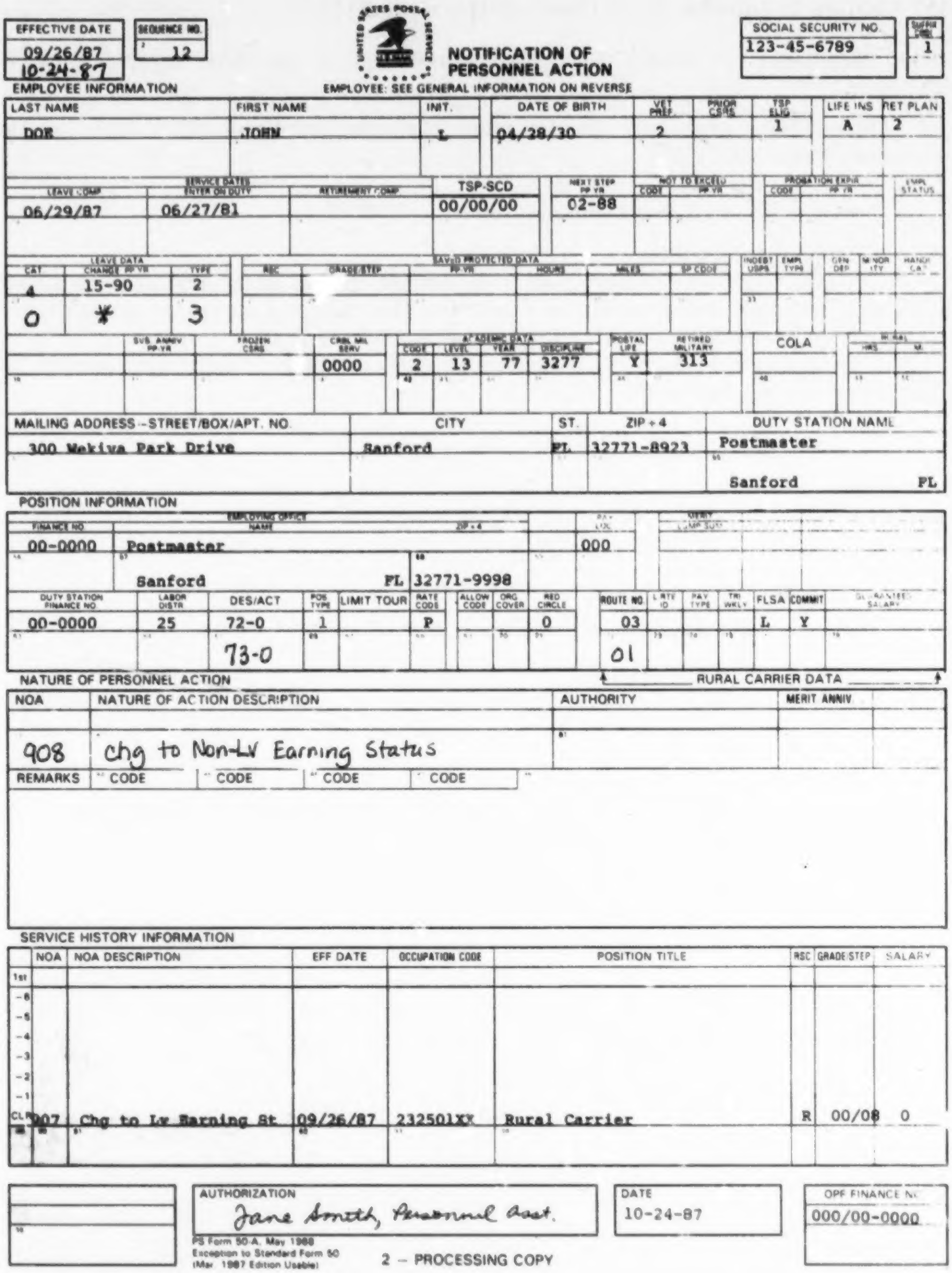
b. Optional Elements: 24, 26, 64.

c. Optional Standard Remark Codes: 504, 507, 516, 536, 548.

356.3 Additional Information

a. If the employee was awarded the vacant route, do not process NOA 908. Process NOA 580, *Conversion to Regular Rural Carrier*. See ELM 424 to determine the step in which employee will be placed.

b. See Appendix B for more information on processing rural carrier personnel actions.



EFFECTIVE DATE	SEQUENCE NO.
09/26/87 10-24-87	12

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.	SUFFIX CODE
123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG	LIFE INS	RET PLAN
DOE	JOHN	L	04/28/30	2		1	A	2

SERVICE DATES									
LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
06/29/87	06/27/81		00/00/00	02-88					

LEAVE DATA			SAVED/PROTECTED DATA										
CAT	CHANGE PP YR	TYPE	RSC	GRADE/STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GEN DEP	MINORITY	HANDICAP
4	15-90	2											
0	*	3											

	SVS ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	M
			0000	2	13	77	3277	Y	313			

MAILING ADDRESS - STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
300 Wekiva Park Drive	Sanford	FL	32771-8923	Postmaster Sanford FL

POSITION INFORMATION

FINANCE NO.	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC	MERIT COMP SUM
00-0000	Postmaster Sanford FL	32771-9998	000	

DUTY STATION FINANCE NO.	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	25	72-0	1		P			0	03				L	Y	
		73-0							01						

NATURE OF PERSONNEL ACTION — RURAL CARRIER DATA

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV
908	Chg to Non-Lv Earning Status		

REMARKS	CODE	CODE	CODE	CODE

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	907	Chg to Lv Earning St	09/26/87	232501XX	Rural Carrier	R	00/08	0

AUTHORIZATION	DATE	OPF FINANCE NO.
Jane Smith, Personnel Asst.	10-24-87	000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 356, Form 50-A for Change to Non-Leave Earning Status

357 Change in Limited Tour Hours (NOA Code 911)

357.1 Definition. A change in limited tour hours of part-time regular schedule employees.

357.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 357):

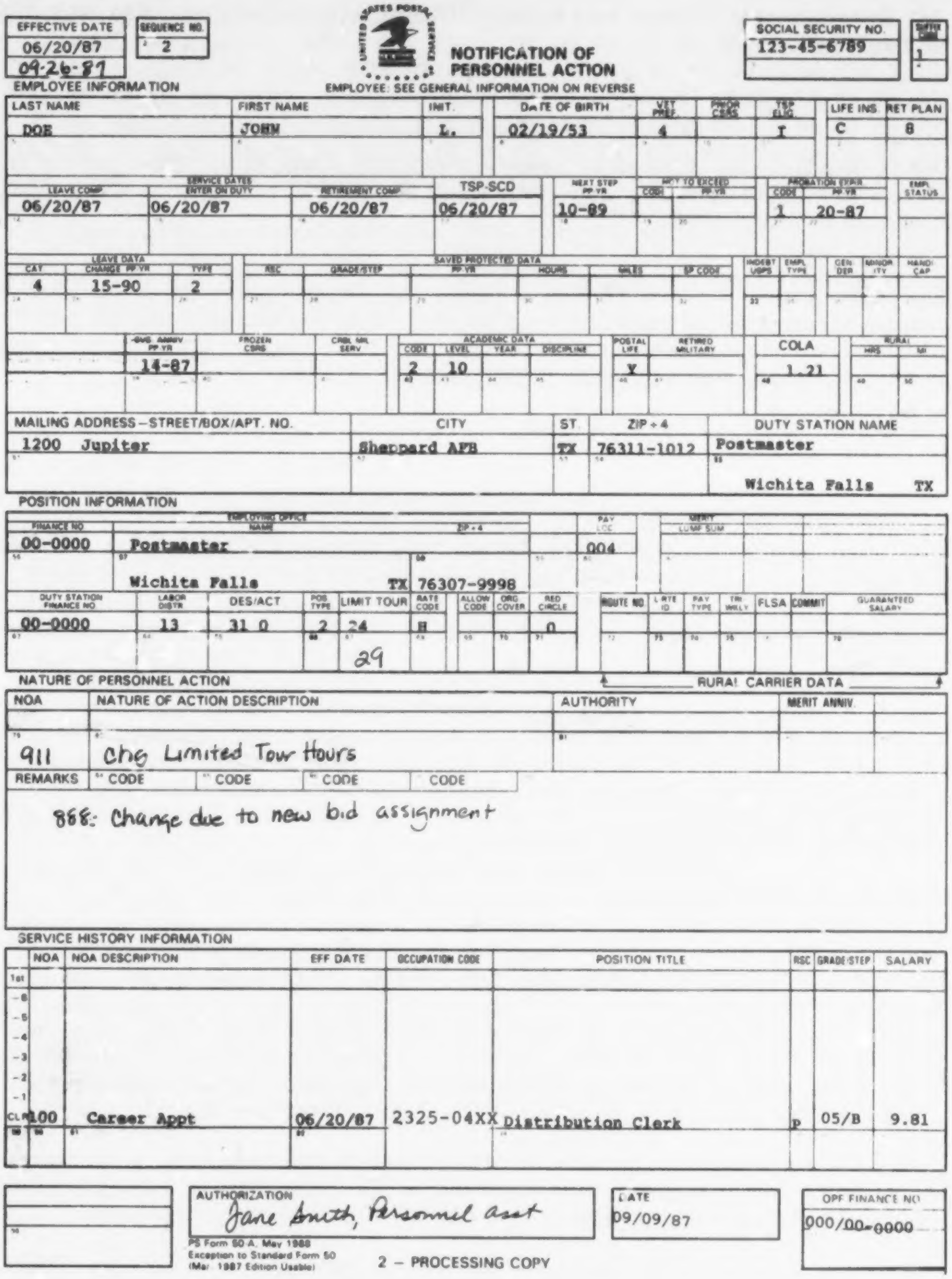
a. Mandatory Elements: 1, 67, 79.

b. Optional Standard Remark Codes: 548.

357.3 Additional Information

a. Process NOA 911 to document a permanent change in the regularly scheduled hours of a part-time regular employee's position. This change ensures that the employee is properly compensated for leave purposes and for holiday pay.

b. Such changes must be processed in the current or future pay periods so adjustments are not necessary.



NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EFFECTIVE DATE	SEQUENCE NO.	SOCIAL SECURITY NO.	SUFFIX CODE
06/20/87 09-26-87	2	123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	L.	02/19/53	4		I	C	8

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL. STATUS
06/20/87	06/20/87	06/20/87	06/20/87	10-89			1	20-87	

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA REC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL. TYPE	GENDER	MINORITY	HANDICAP
4	15-90	2											

~~SUS~~ ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
14-87			2	10			Y		1.21		

MAILING ADDRESS–STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
1200 Jupiter	Sheppard AFB	TX	76311-1012	Postmaster Wichita Falls TX

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC	MERIT LUMP SUM
00-0000	Postmaster Wichita Falls TX	76307-9998	004	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	L-RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	13	31 0	2	24 29	H			0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
911	Chg Limited Tour Hours		

REMARKS CODE CODE CODE CODE

888: Change due to new bid assignment

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	100	Career Appt	06/20/87	2325-04XX	Distribution Clerk	P	05/B	9.81

AUTHORIZATION	DATE	OPF FINANCE NO
Jane Smith, Personnel asst	09/09/87	000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 357, Form 50-A for Change Limited Tour Hours

358 Reassignment Change Appointing Office (CAO) (NOA Codes 924, 925, 926, 927 and 928)

358.1 Definitions

358.11 Reassignment Change to Lower Level (NOA Code 924). Reassignment and change to a lower equivalent level, with a permanent lower salary, to an office with a change in finance number.

358.12 Reassignment CAO (NOA Code 925). Used for all reassignments, at the same or equivalent grade, to an office with a change in finance number. It is also used to reassign someone out of the PCES program when there is a change in finance numbers or from one finance number to another within the PCES program if there is no change in job, i.e., finance number changes for an office but no change in position.

358.13 Reassignment Promotion (NOA Code 926). Reassignment and promotion to an office with a change in finance number.

358.14 Reassignment PCES (NOA Code 927). To be used only for employees who are moving into a PCES job from a non-PCES job and for employees who are changing jobs within PCES, regardless of whether the finance number is changed. A change in job title or occupation code which does not constitute an actual change in the PCES job should be processed as a NOA 902, *Change Position Information*. Individual and mass changes in the employing finance number with no change in job must be processed as a NOA 925.

358.15 Reassignment-Conversion to Career (NOA Code 928). Reassignment of a noncareer employee to a career position with a change in finance number. This action covers the conversion of all noncareer type appointments to career positions, i.e., casuals, temporaries, substitute rural carriers, auxiliary rural carriers, rural carrier associates, rural carrier reliefs, and temporary postmasters (designation activity code 58/9).

358.2 Forms Required

358.21 A Form 5938, *Promotion Report*, is required for all competitive promotions to the Executive Administration Schedule (EAS) or Data Center Schedule (DCS) positions. Submit it with the Form 50 to ELRIC staff and retain a copy in the vacancy file. For positions listed in Exhibit 530-A, the Candidate Evaluation Board rating is entered in item 12 on Form 5938. However, section 532.5 of Handbook EL-311 provides that lower grade present and former supervisors be considered without establishing CEB ratings for them. In these cases, enter "N" (for "not required") in item 12.

358.22 When employee becomes a resident of another state because of a reassignment in one of the above categories, the employee must file a new state tax withholding form. The employee must also complete any local tax withholding forms, if applicable.

358.23 A statement from employee may be required (see ELM sections 354.232, 362.21) for voluntary changes to lower level (NOA 924).

358.24 Form 1476, *PSDS EMR Items Transcript*, is required in PSDS offices to notify the timekeeping unit of employee data.

358.25 SF 52, *Request for Personnel Action*, is completed for PCES employees instead of Form 50 to process a reassignment (NOA 927). Regional PCES Coordinators are responsible for preparing these actions for processing.

358.3 Elements. Complete the following elements on Form 50-A (see sample worksheets, Exhibits 358.12 and 358.15):

a. Mandatory Elements: NOAs 924, 925: 1, 56, 60, 63, 79, 93, 96, 97, 99. NOA 926: 1, 56, 60, 63, 79, 93, 96, 97, 99. NOA 927: 1, 56, 60, 63, 79, 93, 97, 99. NOA 928: 1, 10, 11, 12, 13, 14, 16, 17, 18, 21, 22, 24, 25, 26, 39, 46, 56, 60, 63, 65, 66, 79, 93, 95, 96, 99.

b. Optional Remarks: NOAs 924, 925: 18, 26, 51, 52, 53, 54, 64, 65, 66, 68, 69, 95. NOA 926: 18, 26, 51, 52, 53, 54, 64, 65, 66, 68, 69, 82, 95. NOA 927: 24, 25, 51, 52, 53, 54, 64, 65, 66, 68, 95, 96. NOA 928: 17, 19, 20, 26, 38, 43, 44, 45, 51, 52, 53, 54, 64, 68, 69, 72, 77, 97.

c. Optional Standard Remark Codes: NOA 924: 501, 509, 511, 512, 513, 517, 520, 526, 537, 538, 548, 563, 568. NOA 925: 512, 513, 517, 520, 526, 531, 537, 563, 552. NOA 926: 512, 513, 517, 520, 526, 529, 530, 531, 532, 548, 563. NOA 927: 548. NOA 928: 513, 517, 520, 523, 525, 529, 563, 568, 570.

358.4 Additional Information

a. For NOA 924, see ELM 362.3 for restrictions on changes to lower level.

b. For NOA 925, eligibility and guidelines on mutual exchanges can be found in Handbook EL-311, 512.4 and ELM 351.6. To determine seniority, refer to the National Agreement for the particular craft.

c. NOA 928 does not cover the conversion of a Postmaster Relief/Leave Replacement. Use Form 1653, *Postmaster Relief/Leave Replacement Employment Data,* to terminate employment as Postmaster Relief/Leave Replacement and process appropriate accession NOA to rehire the individual as a career employee.

d. For NOA 928, indicate in the remarks section whether the conversion was based on noncompetitive selection or selection from a register. If the latter is true, list the hiring worksheet number and date.

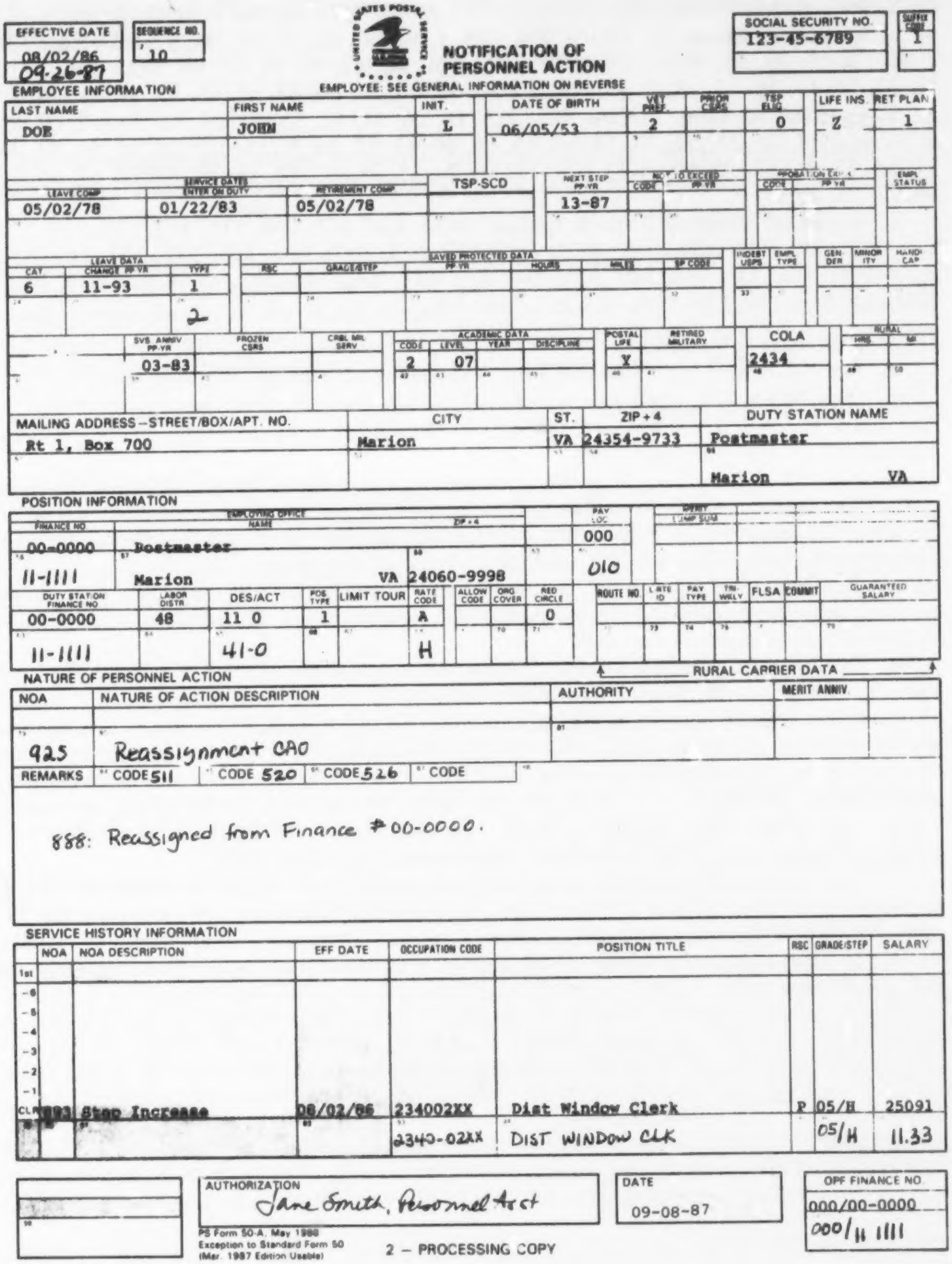
e. For all CAO actions, change element 99 to show new OPF finance number and indicate losing finance number in remarks section.

f. If the transferring employee is a member of the National Guard or Reservists of the Armed Forces and is eligible for military leave, request Form 3973, *Military Leave Control,* from the losing installation. Military Leave usage must be tracked in accordance with ELM 517.

g. For NOA 928, prepare a Form 144, *Statement of Prior Federal Civilian and Military Service,* to calculate retirement and leave computation dates.

h. For NOA 928, if employee is being converted from casual to career status and employee was being paid at a higher rate (see Appendix A), remember to delete the "S" entry in element 32 with an asterisk.

i. If an employee is being reassigned to a Postal Inspector position, be sure to change element 13.



EFFECTIVE DATE	SEQUENCE NO.		SOCIAL SECURITY NO.	SUFFIX CODE
08/02/86 09-26-87	10	NOTIFICATION OF PERSONNEL ACTION EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE	123-45-6789	I

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG	LIFE INS.	RET PLAN
DOE	JOHN	L	06/05/53	2		0	Z	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXP CODE	PROBATION EXP PP YR	EMPL STATUS
05/02/78	01/22/83	05/02/78		13-87					

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
6	11-93	1 2											

	SVS ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
	03-83			2	07			Y		2434		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
Rt 1, Box 700	Marion	VA	24354-9733	Postmaster Marion VA

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM
~~00-0000~~ 11-1111	~~Postmaster~~ Marion VA	24060-9998		000 010	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L RTE ID	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000 11-1111	48	11 0 41-0	1		A H			0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
925	Reassignment CAO		

REMARKS	CODE	CODE	CODE	CODE
	511	520	526	

888: Reassigned from Finance #00-0000.

SERVICE HISTORY INFORMATION

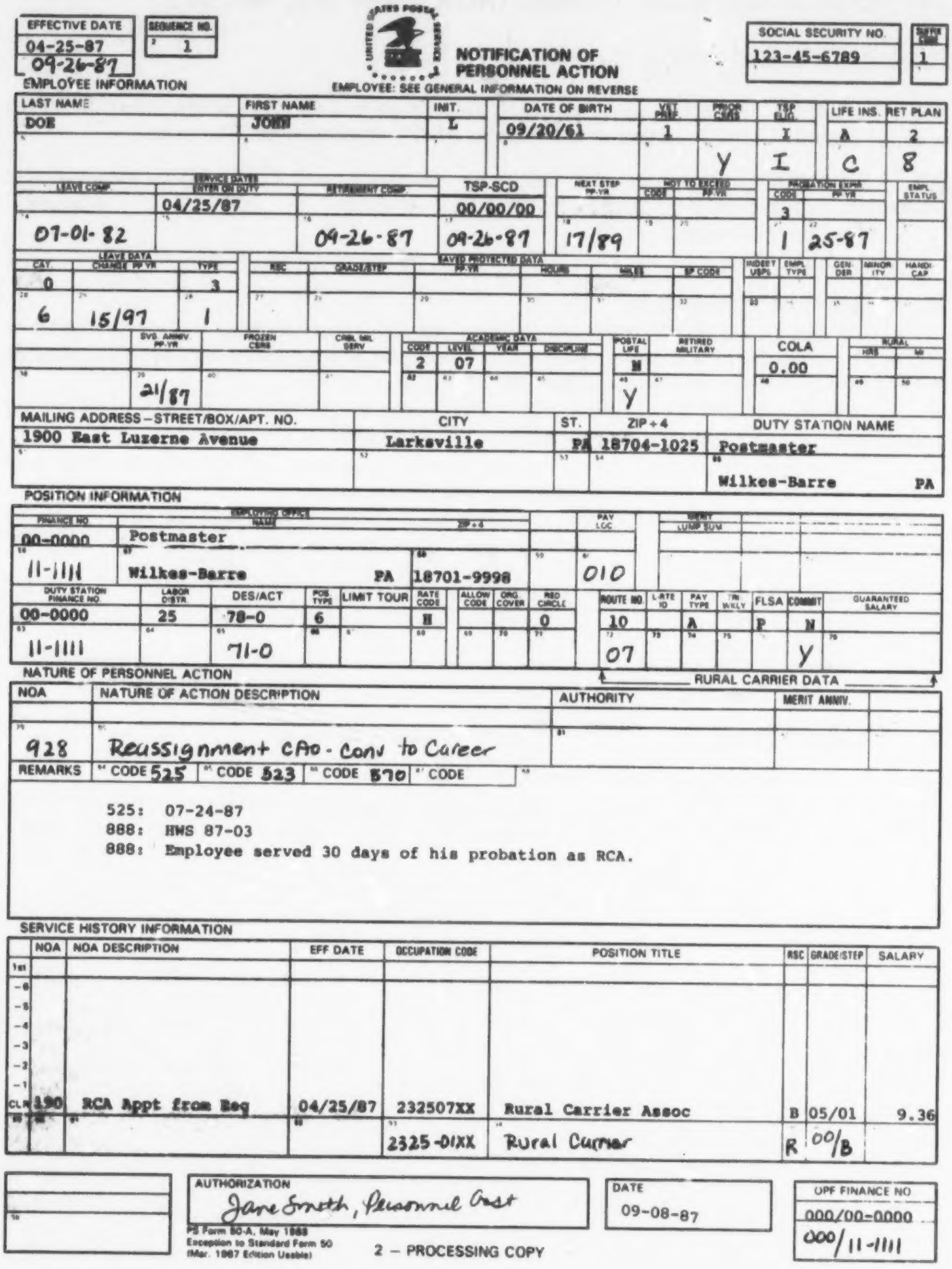
	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	893	Step Increase	08/02/86	234002XX	Dist Window Clerk	P	05/H	25091
				2340-02XX	DIST WINDOW CLK		05/H	11.33

AUTHORIZATION	DATE	OPF FINANCE NO.
Jane Smith, Personnel Asst	09-08-87	000/00-0000 000/11 1111

PS Form 50-A, May 1986
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 358.12, Form 50-A for Reassignment CAO



EFFECTIVE DATE	SEQUENCE NO.
04-25-87	1
09-26-87	

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.	SUFFIX CODE
123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	L	09/20/61	1		I	A	2
					Y	I	C	8

LEAVE COMP	SERVICE DATES ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
	04/25/87		00/00/00				3		
07-01-82		09-26-87	09-26-87	17/89			1	25-87	

LEAVE DATA CAT.	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
0		3											
6	15/97	1											

	SVS. ANNIV. PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
				2	07			N		0.00		
	21/87							Y				

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
1900 East Luzerne Avenue	Larksville	PA	18704-1025	Postmaster
				Wilkes-Barre PA

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM
00-0000	Postmaster				
11-1111	Wilkes-Barre PA	18701-9998		010	

DUTY STATION FINANCE NO.	LABOR DISTR.	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG. COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	25	78-0	6		H			0	10		A		P	N	
11-1111		71-0							07					Y	

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
928	Reassignment CAO - Conv to Career			

REMARKS CODE 525 CODE 523 CODE 570 CODE

525: 07-24-87
888: HWS 87-03
888: Employee served 30 days of his probation as RCA.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	190	RCA Appt from Reg	04/25/87	232507XX	Rural Carrier Assoc	B	05/01	9.36
				2325-01XX	Rural Carrier	R	00/B	

AUTHORIZATION Jane Smith, Personnel Asst

DATE 09-08-87

OPF FINANCE NO
000/00-0000
000/11-1111

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 358.15, Form 50-A for Reassignment CAO-Conversion to Career

360 Miscellaneous Status Changes (NOA Codes 292, 460, 462)

361 Return to Duty (NOA Code 292)

361.1 Definition. A return to a pay status from a period of leave without pay (LWOP) over 30 calendar days, whether at the request of the employee or otherwise.

361.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 361):

a. Mandatory Elements: 1, 79.

b. Optional Elements: 11, 14, 17, 23, 24, 25, 69.

361.3 Additional Information

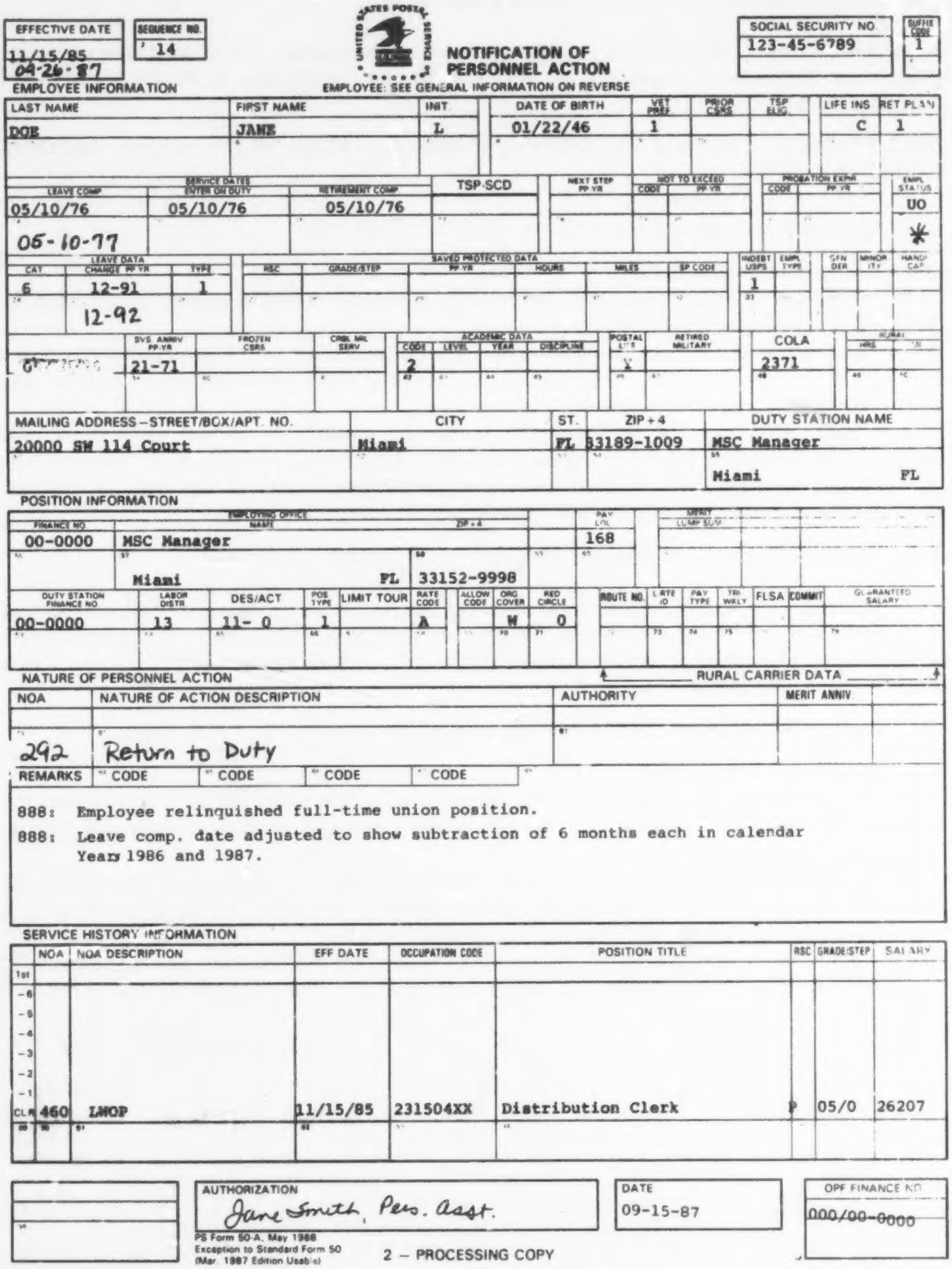
a. To deduct credit for leave and retirement computation dates, subtract LWOP in excess of 6 months in a calendar year from service and prepare Form 144, *Statement of Prior Federal Civilian and Military Service.*

b. Code "RD" in element 23 when an employee overcomes job-related injury/disability and resumes employment in the former or equivalent position.

c. If employee is not returning to former position, the return to duty and subsequent action must be processed as two separate actions.

d. The deferment period for the next step increase depends on the length of absence, as follows:

Period of LWOP (weeks)	Deferment Pay Periods
0 to less than 13	No deferment
13 to less than 26	7
26 to less than 40	13
40 to less than 52	20
52	26
More than 52	One PP for each 2 weeks of LWOP



EFFECTIVE DATE: ~~11/15/85~~ 09-26-87

SEQUENCE NO.: 14

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.: 123-45-6789

SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG.	LIFE INS	RET PLAN
DOE	JANE	L	01/22/46	1			C	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
05/10/76	05/10/76	05/10/76							UO
05-10-77									*

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
6	12-91	1							1				
	12-92												

	SVS ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	
[illegible]	21-71			2				Y		2371		

MAILING ADDRESS–STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
20000 SW 114 Court	Miami	FL	33189-1009	MSC Manager Miami FL

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC	MERIT LUMP SUM
00-0000	MSC Manager Miami FL	33152-9998	168	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	13	11- 0	1		A		W	0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
292	Return to Duty		

REMARKS CODE CODE CODE CODE

888: Employee relinquished full-time union position.

888: Leave comp. date adjusted to show subtraction of 6 months each in calendar Years 1986 and 1987.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	460	LWOP	11/15/85	231504XX	Distribution Clerk	P	05/0	26207

AUTHORIZATION: Jane Smith, Pers. Asst.

DATE: 09-15-87

OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 361, Form 50-A for Return to Duty

362 LWOP Exceeding 30 Days (NOA Code 460)

362.1 Definition. A temporary nonpay status and absence from duty that may be granted on employee's request. This includes leave without pay (LWOP) for military duty (see ELM 514).

362.2 Elements. Complete the following elements on Form 50 (see sample worksheet, Exhibit 362):

a. Mandatory Elements: 1, 79.

b. Optional Standard Remark Codes: 520, 521, 548, 559.

362.3 Additional Information

a. Employee should be aware that health insurance is automatically terminated by the PDC after 365 days LWOP.

b. Employee should also be aware that LWOP in excess of 13 weeks will affect the waiting period for next PSI (see ELM 422.33) and LWOP in excess of 6 months may affect retirement and leave computation dates.

c. Employees may be in a nonpay status up to 12 months and their basic and optional life insurance coverage continues without cost. At the end of 12 months, the coverage ceases. Personnel officials must give employees notice of the right of conversion. See ELM Chapter 5 for more information.

363 LWP Pending Disability Retirement NTE (NOA Code 462)

363.1 Definition. Absence from duty with pay status pending disability retirement, not to exceed date sick leave expires, for employees who have been approved by the Office of Personnel Management for disability retirement, with sick leave exceeding or scheduled to exceed 30 calendar days.

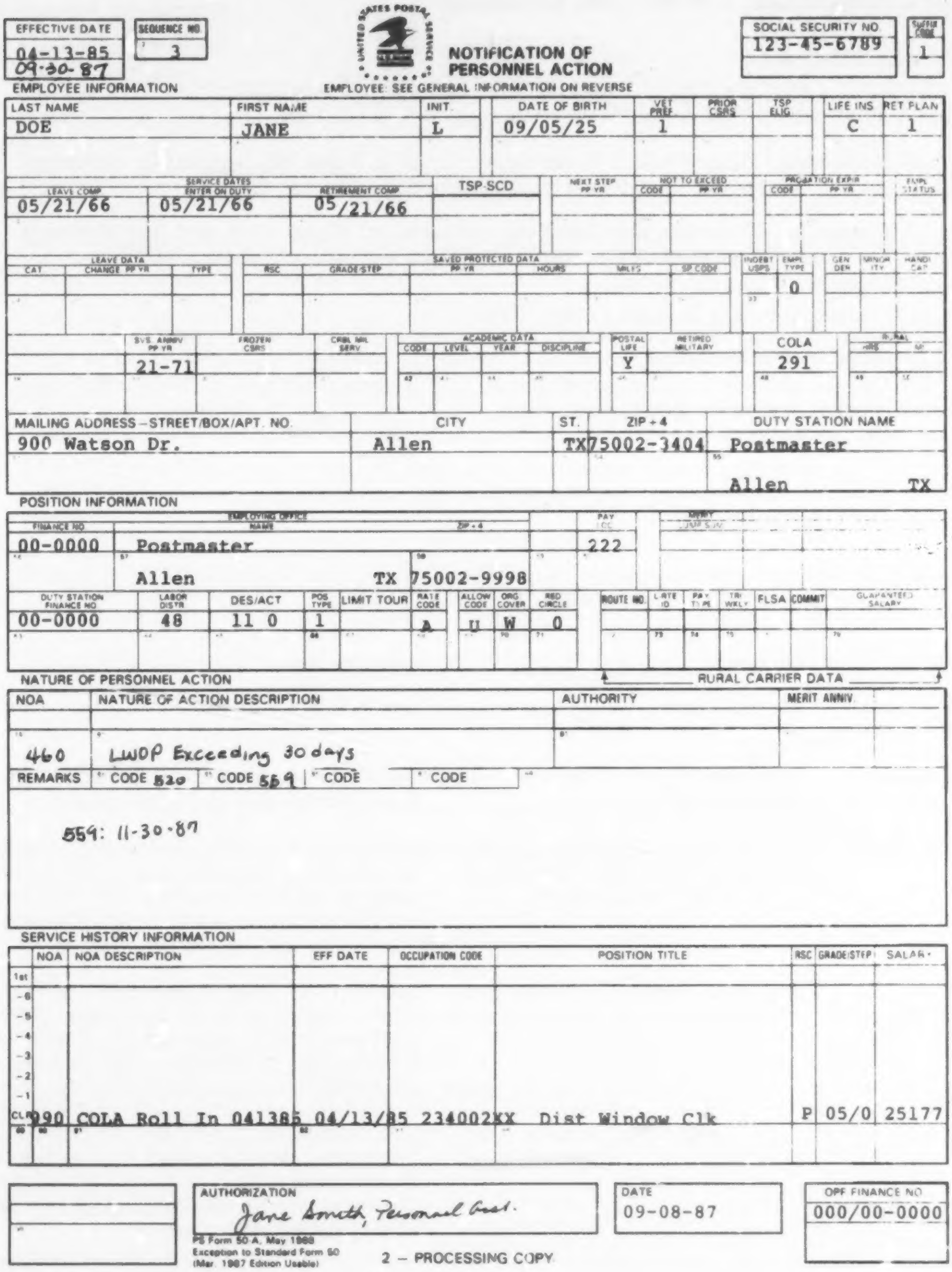
363.2 Elements. Complete the following mandatory elements on Form 50-A: 1, 79.

363.3 Additional Information

a. If the employee is on sick leave when the disability retirement is approved, the action is effective on the first day of sick leave following receipt of approval by the installation head .

b. If the employee is still at work when disability retirement is approved, the employee must be placed on sick leave and the action is effective on the first day of sick leave following receipt of approval by the installation head .

c. After generating NOA 462, it will be necessary to generate another Form 50 when the employee's sick leave has expired using NOA 301 to separate the employee from the rolls.



EFFECTIVE DATE	SEQUENCE NO.		SOCIAL SECURITY NO.	SUFFIX CODE
04-13-85 09-30-87	3	NOTIFICATION OF PERSONNEL ACTION	123-45-6789	1

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG	LIFE INS	RET PLAN
DOE	JANE	L	09/05/25	1			C	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
05/21/66	05/21/66	05/21/66							

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GEN DER	MINOR ITY	HANDI CAP
										0			

	SVS. ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
	21-71							Y		291		

MAILING ADDRESS–STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
900 Watson Dr.	Allen	TX	75002-3404	Postmaster Allen TX

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM
00-0000	Postmaster Allen TX	75002-9998		222	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	LATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	48	11 0	1		A	U	W	0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
460	LWOP Exceeding 30 days		

REMARKS	CODE	CODE	CODE	CODE
	520	559		

559: 11-30-87

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CUR	990	COLA Roll In 041385	04/13/85	234002XX	Dist Window Clk	P	05/0	25177

AUTHORIZATION	DATE	OPF FINANCE NO
Jane Smith, Personnel Asst.	09-08-87	000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 362, Form 50-A for LWOP Exceeding 30 Days

370 Cancellations, Corrections, Revisions

371 Cancellations

371.1 Cancellation (NOA Code 001)

371.11 Definition. Cancellation is the issuance of a Form 50 negating a personnel transaction documented in an OPF by a previously issued Form 50.

371.12 Elements. Complete the following elements on Form 50-A and any elements that will change as a result of this action (see sample worksheet, Exhibit 371.1).

a. Mandatory Elements: 1, 79.

b. Optional Standard Remark Codes: 548.

371.13 Additional Information

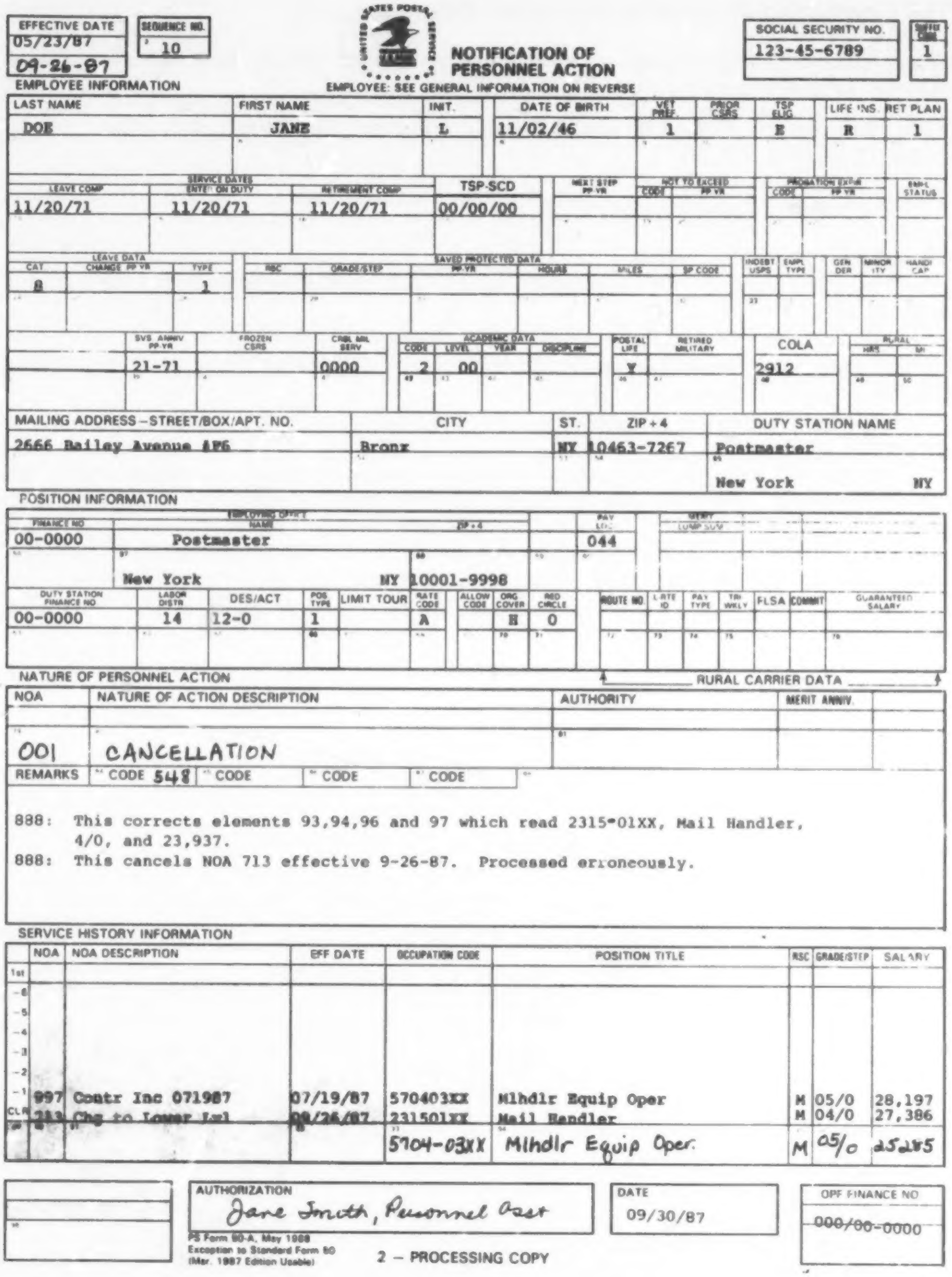
a. Do not confuse a cancellation action with a correction action (NOA 002). See Exhibit 371.13, *Guidelines for Cancellations.*

b. Refer to Appendix C for assistance.

c. When cancelling a step deferment, you must process a separate Form 50 (NOA 893) to grant the step increase (see Appendix C for additional instructions for cancellation of a step deferment).

Guidelines for Cancellations

Nature of Actions	Conditions	Course of Action
All accessions (career, casuals and temporary)	No work hours	Use NOA 398
Casuals & temporary (NOAs 352, 317)	Terminated in error (before end of appointment)	Use NOA 154, Reactivate (Noncareer) with the same effective date as the termination.
Cancellation of actions	Change action retracted (e.g., step increase granted after deferment or reassignment not accepted)	Use NOA 001. Correct all elements to reflect the current status. Remarks must show what element numbers you wish to correct. Example: This corrects elements,---- and ----, which read---- and----. This cancels NOA----effective----.
Cancellation of separation for career appointments	Employee changes retirement date, arbitration award, terminated in error	Use NOA 150, Reactivation, on processing copy. ELRIC needs all previous information in file. If employee is being reactivated to correct the effective date of separation, process a separation action after reactivating. The effective date of the reactivation must be the same as the separation date. Note on the cancellation whether the action is being cancelled to correct employee date (i.e., effective date, date of birth, etc.) or whether employee is being returned to duty (terminated in error or decided not to retire).



EFFECTIVE DATE 05/23/87 09-26-87	SEQUENCE NO. 10	SOCIAL SECURITY NO. 123-45-6789	1

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG	LIFE INS.	RET PLAN
DOE	JANE	L	11/02/46	1		E	R	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
11/20/71	11/20/71	11/20/71	00/00/00						

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	RSC	GRADE/STEP	SAVED PROTECTED DATA PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
8		1											

	SVS ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
	21-71		0000	2	00			Y		2912		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
2666 Bailey Avenue 4F6	Bronx	NY	10463-7267	Postmaster New York NY

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC	LUMP SUM
00-0000	Postmaster New York NY	10001-9998	044	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	RATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	14	12-0	1		A		H	0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
001	CANCELLATION		

REMARKS CODE 548 CODE CODE CODE

888: This corrects elements 93,94,96 and 97 which read 2315-01XX, Mail Handler, 4/0, and 23,937.

888: This cancels NOA 713 effective 9-26-87. Processed erroneously.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1	997	Contr Inc 071987	07/19/87	570403XX	Mlhdlr Equip Oper	M	05/0	28,197
CLR	713	Chg to Lower Lvl	09/26/87	231501XX	Mail Handler	M	04/0	27,386
				5704-03XX	Mlhdlr Equip Oper.	M	05/0	25285

AUTHORIZATION	DATE	OPF FINANCE NO
Jane Smith, Personnel Asst	09/30/87	000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 371.1, Form 50-A for Cancellation

371.2 Cancellation of Accession (NOA Code 398)

371.21 Definition. Eliminates an accession from service history, such as when a new employee fails to report for duty.

371.22 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 371.2):

a. Mandatory Elements: 1, 79.

b. Optional Standard Remarks Codes: 557.

371.23 Additional Information

a. Effective date of this cancellation action must be the same effective date as the accession.

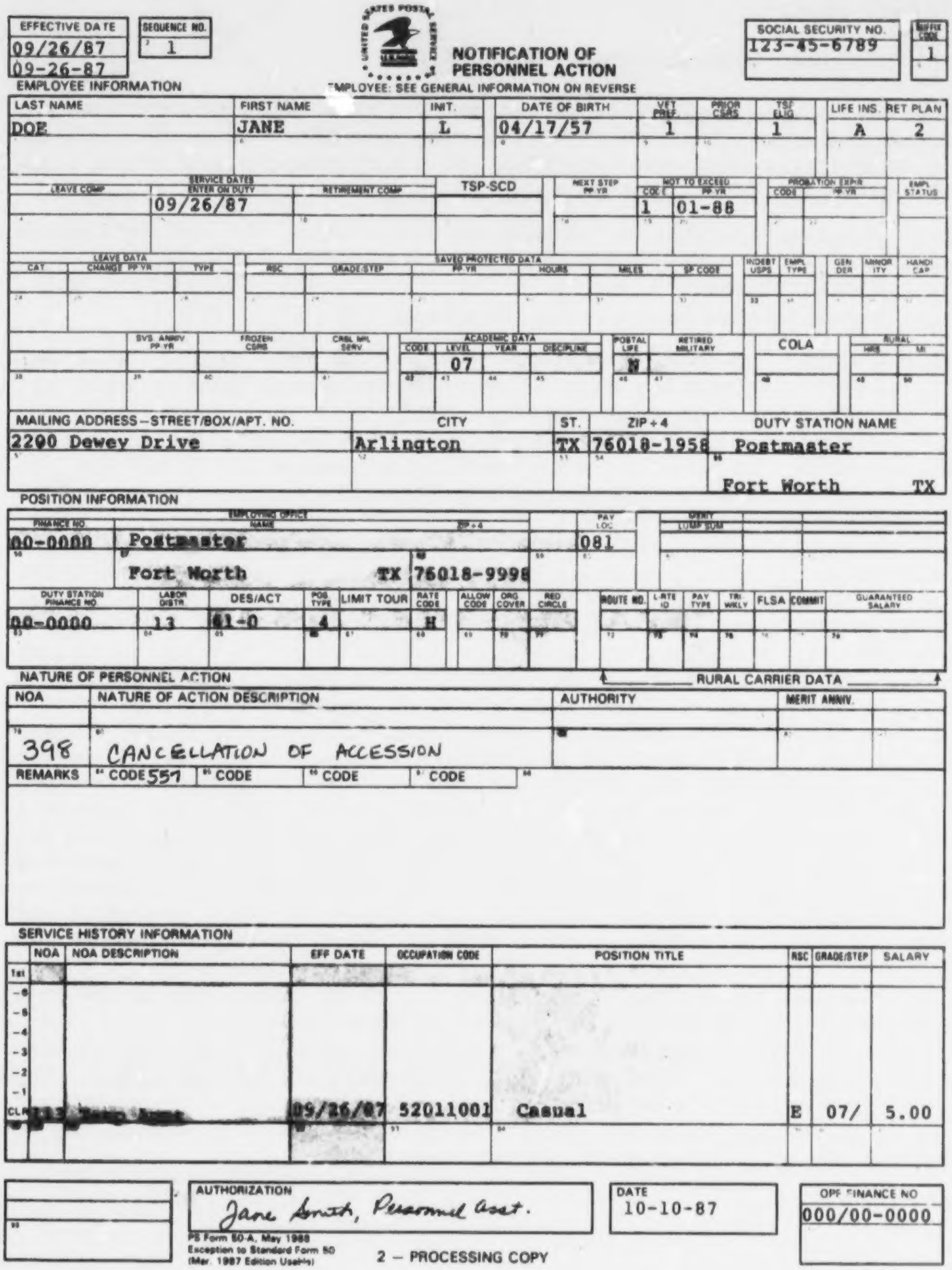
b. Do not use a 600 series unemployment compensation code.

c. Element 88, freeform remarks, should explain why the action is being processed, e.g., "employee failed to report for duty."

d. NOA 398 should not be used to cancel an accession if the employee performed any work.

e. NOA 398 may also be used to cancel an accession action processed under the incorrect SSN. The effective date of the cancellation must be the same as the accession action processed under the incorrect SSN. Element 88, free form remarks, must document this transaction as follows, so that the PDC will be able to transfer earnings information to the correct SSN: "Employee hired under incorrect SSN--- -- ----. Accession will be reprocessed under correct SSN --- -- ---." See instructions for NOA 800 (372.3) to correct an employee's Social Security number.

best copy available



EFFECTIVE DATE	SEQUENCE NO.		SOCIAL SECURITY NO.	SUFFIX CODE
09/26/87 09-26-87	1	**NOTIFICATION OF PERSONNEL ACTION** EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE	123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG	LIFE INS.	RET PLAN
DOE	JANE	L	04/17/57	1		1	A	2

LEAVE COMP	SERVICE DATES ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
	09/26/87				1	01-88			

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP

	SVS ANNIV PP YR	FROZEN CSRS	CRDL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
					07			N				

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
2200 Dewey Drive	Arlington	TX	76018-1958	Postmaster Fort Worth TX

POSITION INFORMATION

FINANCE NO.	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM
00-0000	Postmaster Fort Worth TX	76018-9998		081	

DUTY STATION FINANCE NO	LABOR DISTR.	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	13	81-0	4		H										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.	
398	CANCELLATION OF ACCESSION			

REMARKS	CODE	CODE	CODE	CODE
	557			

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
−6								
−5								
−4								
−3								
−2								
−1								
CLR	113	Temp Appt	09/26/87	52011001	Casual	E	07/	5.00

	AUTHORIZATION	DATE	OPF FINANCE NO
	Jane Smith, Personnel Asst.	10-10-87	000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 371.2, Form 50-A for Cancellation of Accession

372 Corrections

372.1 Correction (NOA Code 002)

372.11 Definition. Correction is the issuance of a Form 50 modifying a personnel transaction documented in an OPF by a previously issued Form 50 on which information was erroneous, incomplete, or omitted. This is distinguished from a revision which is defined in 373.

372.12 Elements. Complete the following elements on Form 50-A and any elements that will change as a result of this action (see sample worksheet, Exhibit 372):

a. Mandatory Elements: 1, 79.

b. Optional Standard Remark Codes: 501 through 572.

372.13 Additional Information

a. Enter a statement in element 88 identifying the element being corrected, e.g., "corrects element on PS Form 50 dated which read " .

b. Address corrections are not processed with NOA 002. Employee should complete and submit a PS Form 1216, which should be processed at the DDE/DR site. This will update the employee's master file and future forms 50 will contain the most current address processed through DDE/DR.

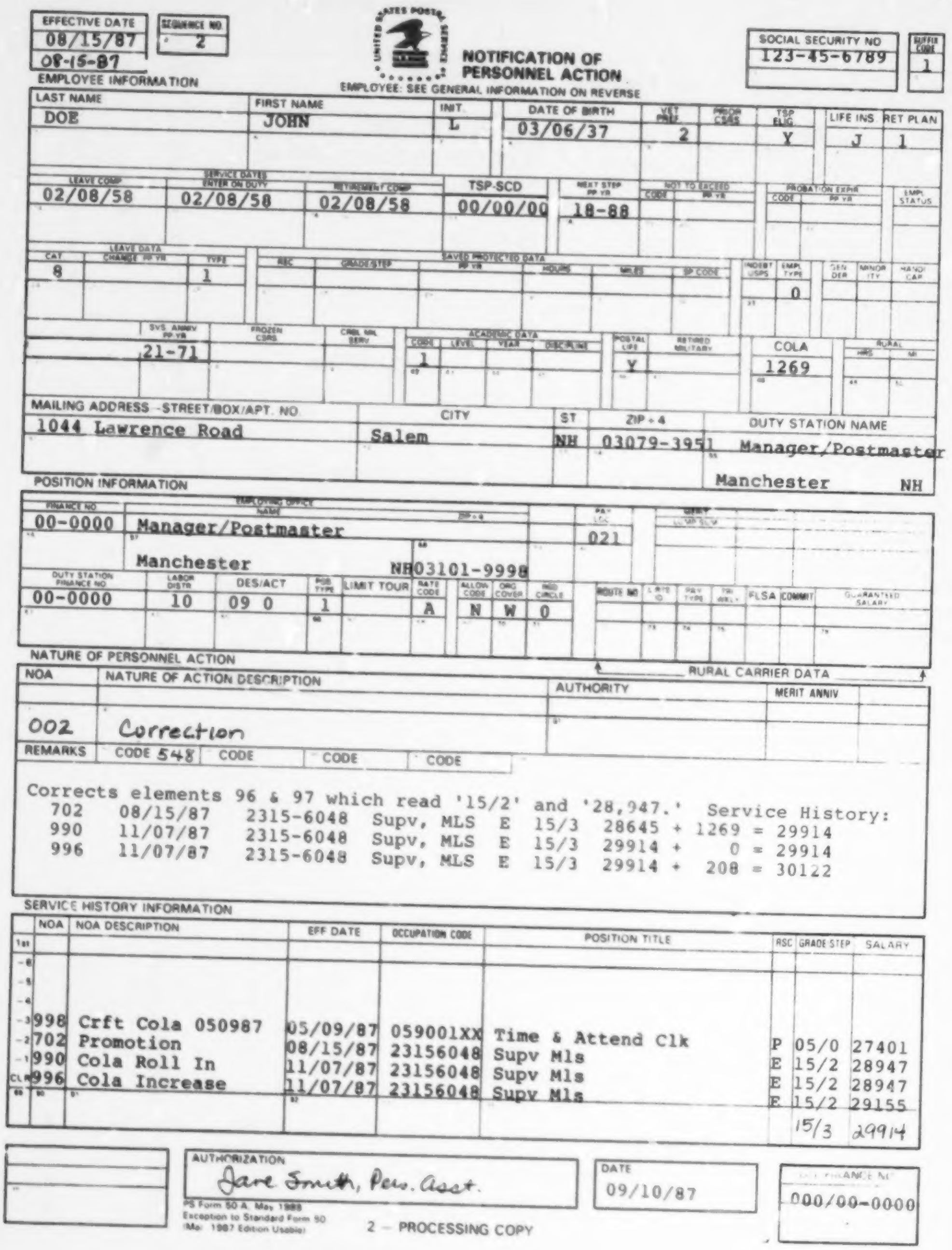
c. When all elements on the current line of the processing copy are correct and a service history correction is necessary, complete a Service History Form and send two copies to Postal Data Center (PDC)(one copy to Payroll and one copy to Retirement Section). See Correction Decision Chart, Exhibit 372.1a.

d. If there are elements to be corrected on PS Form 50 and the service history also contains errors, determine whether the service history correction can be completed in 5 lines or less. Enter service history in element 88 on Form 50 if it does not exceed 5 lines. It is exceeds 5 lines, complete a Service History Form (Exhibit 372.1b) and send to Postal Data Center. Since pay adjustments will have to be calculated by PDC, be sure to indicate the elements being corrected and what they read before the correction (e.g., "Corrects elements , and on PS Form 50 dated which read , and ." Also indicate in remarks that service history was sent to PDC for ELRIC's information. (See Correction Decision Chart, Exhibit 372.1a). **It is important to remember that you are processing this change to make corrections to the Form 50 and service history and ultimately to have pay and/or leave adjusted. After you have prepared a salary progression and determined where the mistake occurred, carefully prepare the correction action and service history to correct the error and the prior employment data.**

e. Make the effective date the current pay period for changes that do not affect pay/benefits (i.e., correction to spelling of name) to avoid late actions.

f. When using an asterisk to delete a field being corrected, make sure only one asterisk per field is used. Example: Element 18 is one field with space for 4 digits. Only one asterisk is needed to delete the field.

g. If the error is in elements 10, 11, 17, 40 or 41, a NOA 002 Correction Form 50 must be processed and a current effective date may be used.



NOTIFICATION OF PERSONNEL ACTION
EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EFFECTIVE DATE: 08/15/87
08-15-87
SEQUENCE NO: 2
SOCIAL SECURITY NO: 123-45-6789
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG	LIFE INS	RET PLAN
DOE	JOHN	L	03/06/37	2		Y	J	1

LEAVE COMP	SERVICE DATES ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
02/08/58	02/08/58	02/08/58	00/00/00	18-88					

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
8		1								0			

SVS. ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
21-71			1				Y		1269		

MAILING ADDRESS - STREET/BOX/APT. NO	CITY	ST	ZIP + 4	DUTY STATION NAME
1044 Lawrence Road	Salem	NH	03079-3951	Manager/Postmaster Manchester NH

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC
00-0000	Manager/Postmaster Manchester NH	03101-9998	021

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	IND CIRCLE	ROUTE NO	L RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	10	09 0	1		A	N	W	0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV
002	Correction		

REMARKS: CODE 548 CODE CODE CODE

Corrects elements 96 & 97 which read '15/2' and '28,947.' Service History:
702 08/15/87 2315-6048 Supv, MLS E 15/3 28645 + 1269 = 29914
990 11/07/87 2315-6048 Supv, MLS E 15/3 29914 + 0 = 29914
996 11/07/87 2315-6048 Supv, MLS E 15/3 29914 + 208 = 30122

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE STEP	SALARY
1st								
-6								
-5								
-4								
-3	998	Crft Cola 050987	05/09/87	059001XX	Time & Attend Clk	P	05/0	27401
-2	702	Promotion	08/15/87	23156048	Supv Mls	E	15/2	28947
-1	990	Cola Roll In	11/07/87	23156048	Supv Mls	E	15/2	28947
CLR	996	Cola Increase	11/07/87	23156048	Supv Mls	E	15/2	29155
							15/3	29914

AUTHORIZATION: Jane Smith, Pers. Asst.
DATE: 09/10/87
FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(May 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 372, Form 50-A for Correction with Service History

Correction Decision Chart

If Employee Status Is	And Current Data Is	And Prior Data Is	Action Will Be	...And
A, P, T	Correct	Correct	No action required	
A, P, T	Correct	Incorrect	Send Service History (SH) to PDC Retirement & Payroll Sections. Nothing to ELRIC.	
A	Incorrect	Correct	NOA 002 to ELRIC	
P, T	Incorrect	Correct	Reactivate employee file and correct current data.	If SH is less than 5 lines, show SH on Form 50 in remarks.
A	Incorrect	Incorrect	50 to ELRIC.	IF SH is more than 5 lines, send 2 copies to PDC (Retirement & Payroll Sections) for adjustments. Indicate "Service History sent PDC" in remarks on Form 50.
P, T	Incorrect	Incorrect	Reactivate employee file and correct current data. Submit service history corrections to PDC.	

A = Active
P = Pending
T = Terminated

Exhibit 372.1a, Correction Decision Chart

To: Minneapolis Postal Data Center
U.S. Postal Service
Twin Cities AMF, MN 55111-9000

Name: ______________________ SSN: ______________________

Finance Number: __________ Pen Service Number: __________ Submitted by: __________

Service History Correction

NOA	NOA Description	Eff. Date	Occupation Code	RSC	Lvl Step	Basic Salary	COLA

Remarks

1 copy - Retirement Section
1 copy - Manual Payroll

Exhibit 372.1b, Service History Correction Format

372.2 Retirement Code Correction (NOA Code 008)

372.21 Definition. Used to correct a retirement code entry in element 13.

372.22 Elements. Complete the following elements on Form 50.

a. Mandatory Elements: 1, 13, 79.

b. Optional Standard Remark Code: 502.

372.23 Additional Information

a. Check the retirement code chart, Exhibit 210c, to find the correct code. Indicate the entry prior to correction in element 88 so adjustment can be made by PDC. Add any remarks necessary to clarify the necessity of the action.

b. Effective date must be same effective date of the action which established the incorrect retirement plan code.

372.3 Social Security Number Correction (NOA Code 800)

372.31 Definition. Action used to correct a Social Security number (SSN) when the correct SSN does not exist in an active, pending, or terminated status on the Employee Master File (EMF).

372.32 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 372.3).

a. Mandatory Elements: 1, 79, 98.

b. Optional Standard Remark Code: 502.

372.33 Additional Information

a. Enter correct SSN in element 98.

b. Offices with access to the employee master file (EMF) through on-line query (OLQ) should determine whether a correct SSN already exists in the EMF and, if so, use a two-step correction procedure described in (c) below. Offices without access to the EMF should assume that a correct SSN is not on the EMF and process NOA 800 to correct an SSN.

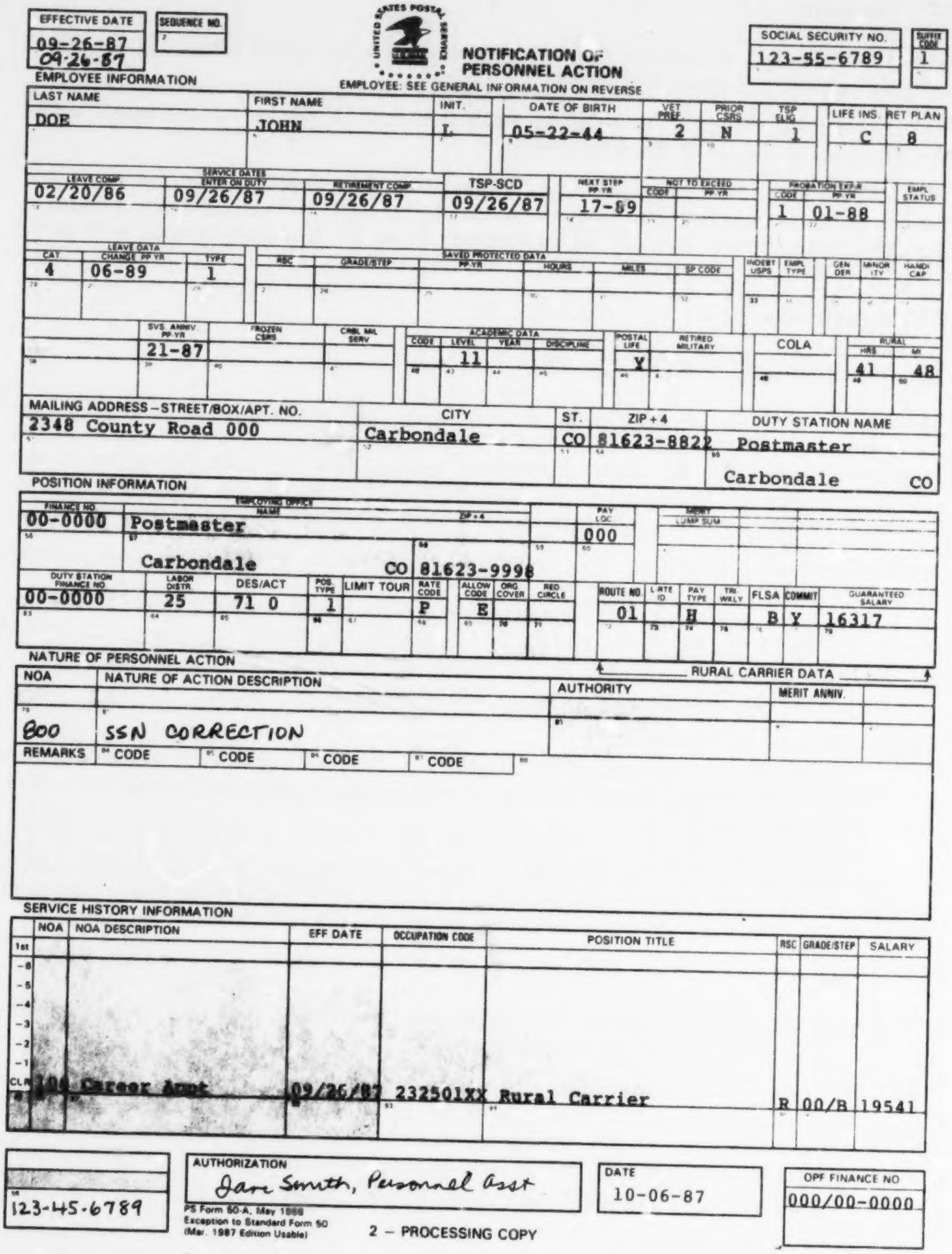
c. The effective date of the action should be the same as the original accession date.

d. If a correct SSN also exists on the EMF, as indicated through access to OLQ or by an error message on a previous NOA 800 action, (1) cancel the incorrect SSN and (2) reprocess an accession with the correct SSN. Both steps may be processed simultaneously.

(1) Use NOA 398 to cancel the accession action processed under the incorrect SSN (see 371.2).

(2) If the correct SSN is in a pending or terminated status, reprocess the accession action using the correct SSN and the original accession date. If the correct SSN is in an active status at a different employing office, that office must separate the employee before the accession action is reprocessed under the correct SSN. If the correct SSN is active at the proper installation with the correct effective date, no further action is required for step 2.

e. When the PDC processes the action, all personnel data and retirement monies are automatically transferred to the correct SSN. The correct SSN returns in element 3 and element 98 is blank.



EFFECTIVE DATE: 09-26-87 / 09-26-87
SEQUENCE NO.:

NOTIFICATION OF PERSONNEL ACTION
EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.: 123-55-6789
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG	LIFE INS.	RET PLAN
DOE	JOHN	L	05-22-44	2	N	1	C	8

SERVICE DATES

LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXP-R CODE	PROBATION EXP-R PP-YR	EMPL STATUS
02/20/86	09/26/87	09/26/87	09/26/87	17-89			1	01-88	

LEAVE DATA / SAVED PROTECTED DATA

CAT	CHANGE PP-YR	TYPE	RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
4	06-89	1											

	SVS. ANNIV. PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS / MI
	21-87				11			Y			41 / 48

MAILING ADDRESS–STREET/BOX/APT. NO.: 2348 County Road 000
CITY: Carbondale
ST.: CO
ZIP + 4: 81623-8822
DUTY STATION NAME: Postmaster
Carbondale CO

POSITION INFORMATION

FINANCE NO.: 00-0000
EMPLOYING OFFICE NAME: Postmaster
Carbondale CO
ZIP + 4: 81623-9998
PAY LOC: 000
MERIT LUMP SUM:

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	LRATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	25	71 0	1		P	E			01		H		B	Y	16317

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
800	SSN CORRECTION		

REMARKS: CODE CODE CODE CODE

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	100	Career Appt	09/26/87	232501XX	Rural Carrier	R	00/B	19541

123-45-6789

AUTHORIZATION: Jane Smith, Personnel Asst

DATE: 10-06-87

OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 372.3, Form 50-A for SSN Correction

373 Revisions

373.1 Definition. A revision is a change made on an issued Form 50 on which information was erroneous, incomplete, or omitted.

373.2 Authority. Once a Form 50 has been issued, it cannot be revised except under the authority of the USPS Records Officer.

373.3 Additional Information. Remarks may be added to or data deleted (with X's) from a processed Form 50 as long as the employee copy also contains the revision(s). No other changes may be made on a processed Form 50. If a data element is in error, process a NOA 002, Correction.

380 Reactivate

381 Reactivate (NOA Code 150, 151)

381.1 Definition. Reactivation of an inactive master file on a career employee who has been separated from postal service rolls. NOA 150 indicates the reactivation of an employee's master file for whom retirement monies have not been forwarded to the Office of Personnel Management (OPM). NOA 151 indicates the reactivation of an employee's master file for whom retirement monies have been forwarded to OPM.

381.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 381):

a. Mandatory Elements: 1, 3, 4, 5, 6, 8, 9, 11, 12, 13, 14, 15, 16, 24, 26, 35, 36, 37, 46, 51, 52, 53, 54, 56, 60, 63, 64, 65, 66, 68, 79, 93, 95, 96, 97, 99.

b. Optional Elements: 17, 18, 21, 22, 25, 34, 40, 41, 43, 44, 45, 47, 69.

c. Optional Standard Remark Codes: 548, 567, 572.

381.3 Additional Information

a. Submit reactivation using NOA Code 150. PDC will determine whether or not monies have been forwarded to OPM. If so, the processed copy of Form 50 will show NOA 151 instead of 150.

b. Effective date is the date of separation.

c. Elements 96 and 97 should show *current* salary for the level and step at which employee is assigned. Prepare service history (see 372.1b) to update the history between the separation and the date you prepare the Form 50 worksheet if necessary.

382 Reactivate Noncareer (NOA Code 154)

382.1 Definition. Reactivation of an inactive master file on a noncareer employee who has been separated from postal service rolls.

382.2 Elements. Complete the following elements on Form 50-A:

a. Mandatory Elements: 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 19, 20, 24, 26, 35, 36, 37, 43, 46, 51, 52, 53, 54, 60, 63, 64, 65, 66, 68, 79, 93, 95, 96, 97, 99.

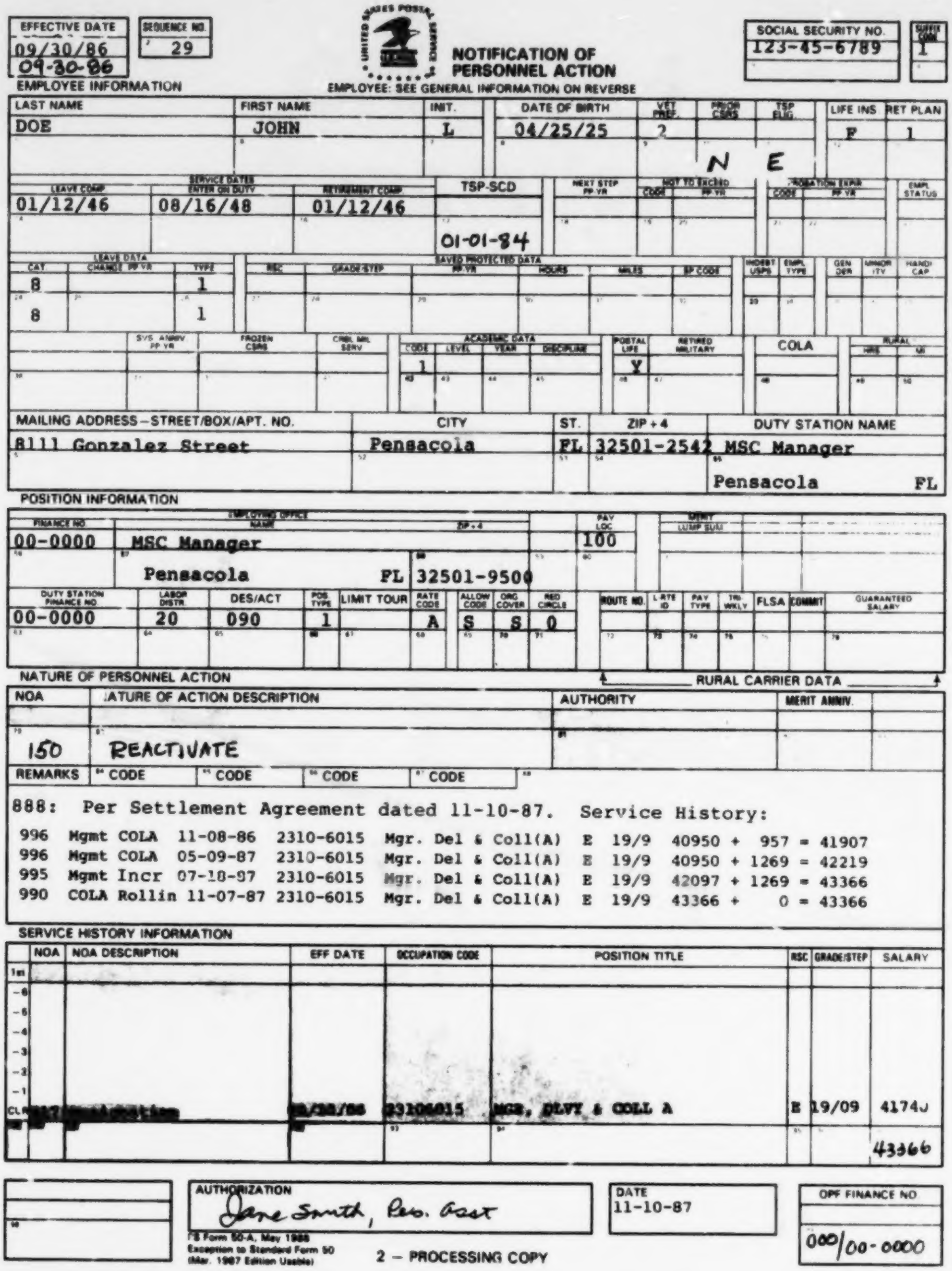
b. Optional Elements: 7, 32, 34, 44, 45, 47, 67.

c. Optional Standard Remark Codes: 548, 559, 567, 572.

382.3 Additional Information:

a. Effective date is the date of separation.

b. Elements 96 and 97 should show current salary for the level and step at which employee is assigned. Prepare service history (see 372.1b) to update the history between the separation and the date you prepare the Form 50 worksheet if necessary.



EFFECTIVE DATE: 09/30/86 09-30-86
SEQUENCE NO.: 29

NOTIFICATION OF PERSONNEL ACTION
EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.: 123-45-6789
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS	RET PLAN
DOE	JOHN	L	04/25/25	2			F	1
					N	E		

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
01/12/46	08/16/48	01/12/46							
			01-01-84						

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
8		1											
8		1											

	SVS ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
				1				Y				

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
8111 Gonzalez Street	Pensacola	FL	32501-2542	MSC Manager Pensacola FL

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC	MERIT LUMP SUM
00-0000	MSC Manager Pensacola FL	32501-9500	100	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	20	090	1		A	S	S	0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
150	REACTIVATE		

REMARKS CODE CODE CODE CODE

```
888:  Per Settlement Agreement dated 11-10-87.  Service History:
 996  Mgmt COLA  11-08-86  2310-6015  Mgr. Del & Coll(A)  E  19/9  40950 +  957 = 41907
 996  Mgmt COLA  05-09-87  2310-6015  Mgr. Del & Coll(A)  E  19/9  40950 + 1269 = 42219
 995  Mgmt Incr  07-18-87  2310-6015  Mgr. Del & Coll(A)  E  19/9  42097 + 1269 = 43366
 990  COLA Rollin 11-07-87 2310-6015  Mgr. Del & Coll(A)  E  19/9  43366 +    0 = 43366
```

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CL	[illegible]	[illegible]	[illegible]	23106015	MGR, DLVY & COLL A	E	19/09	41740
								43366

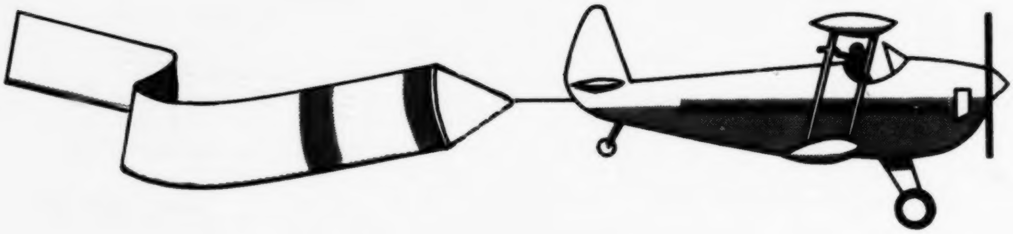
AUTHORIZATION: Jane Smith, Res. Asst
DATE: 11-10-87
OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 381, Form 50-A for Reactivate

Chapter 4
Separations



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Exhibits **Element**
Exhibit 410a Separation Forms NA
Exhibit 410b Quit Codes 84-86
Exhibit 410c Unemployment Codes 87
Exhibit 421.2 Sample Worksheet for NOA 301
Exhibit 421.3 Sample Worksheet for NOA 302
Exhibit 431.3 Sample Worksheet for NOA 317
Exhibit 441.1 Sample Worksheet for NOA 320
Exhibit 451.3 Sample Worksheet for NOA 346
Exhibit 460 Sample Worksheet for NOA 350
Exhibit 470 Sample Worksheet for NOA 326
Exhibit 481a Sample Worksheet for NOA 352
Exhibit 481b Sample Form 1653 for Termination
Exhibit 482 Sample Worksheet for NOA 960

Chapter 4
Separations

410 General

411 Definition

A separation is any personnel action which results in the loss of an employee from the rolls of the Postal Service (see ELM 365).

412 General Requirements

Separation actions must comply with the applicable requirements in ELM 314 and ELM 650.

413 Remark Codes

Code any appropriate standard remark codes (see Exhibit 110e) to properly document the file (e.g., use standard remark code 542 when USPS' reason for separation differ from employee's reason).

413.1 Quit Codes. The 400 series Quit Codes are optional remarks which will print on the first line of the generated Form 50. All remark codes were developed to save excessive typing of remark statements by data entry personnel.

413.2 Unemployment Compensation Codes. The personnel action form (Form 1653 or Form 50) is the source document that PDC uses to furnish reasons for separations to state employment agencies for adjudicating unemployment compensation claims based on Postal service. Therefore, all separations must contain an unemployment compensation code in the remarks section (with the exception of NOA 398, *Cancellation of Accession*).

414 Severance Pay

See ELM 435.

415 Terminal Leave Worksheet

PDC staff issues a terminal leave worksheet when an employee separates from the Postal Service. File it on the right side of the individual's Official Personnel Folder.

416 Accountability for Government Property and Funds

Required clearance must be arranged to provide accountability for government property, emergency advance travel funds, and similar items for which the postmaster or other installation official is responsible. The designated property officer certifies Form 337, *Clearance Record for Separated Employee*, for all separated employees other than postmaster and Inspection Service personnel (see ELM 365.173).

420 Retirement (NOA Codes 300, 301, 302)

421 Definitions

421.1 NOA Code 300-Retirement Mandatory. Separation of an employee who has a combination of age and service at which retirement is required (Inspection Service only).

421.2 NOA Code 301-Retirement Disability. Separation of an employee who is eligible for disability retirement, when the Office of Personnel Management determines that the employee is disabled for useful and efficient service and transmits BRI 46-48, *Notice of Approval of Disability Retirement Application,* to the postal installation. The effective date of disability retirement should be either the approval date by OPM or the last day the employee received sick leave, whichever comes last (See ELM 563.237).

421.3 NOA Code 302-Retirement Other. Separation of an employee who applies for retirement based on a combination of age and service at which immediate retirement is permitted.

422 Authority

39 U.S.C. 1001. The authority for disability retirement is the BRI 46-48 number, which is entered in element 88 on Form 50.

423 Required Forms

See separation forms, Exhibit 410a.

424 Elements

Complete the following elements on 50-A (see sample worksheets, Exhibits 421.2 and 421.3).

a. Mandatory Elements: 1, 79, 87.

Note: For NOA 301, identify BRI and CSA numbers in element 88.

b. Optional Elements: 51, 52, 53, 54.

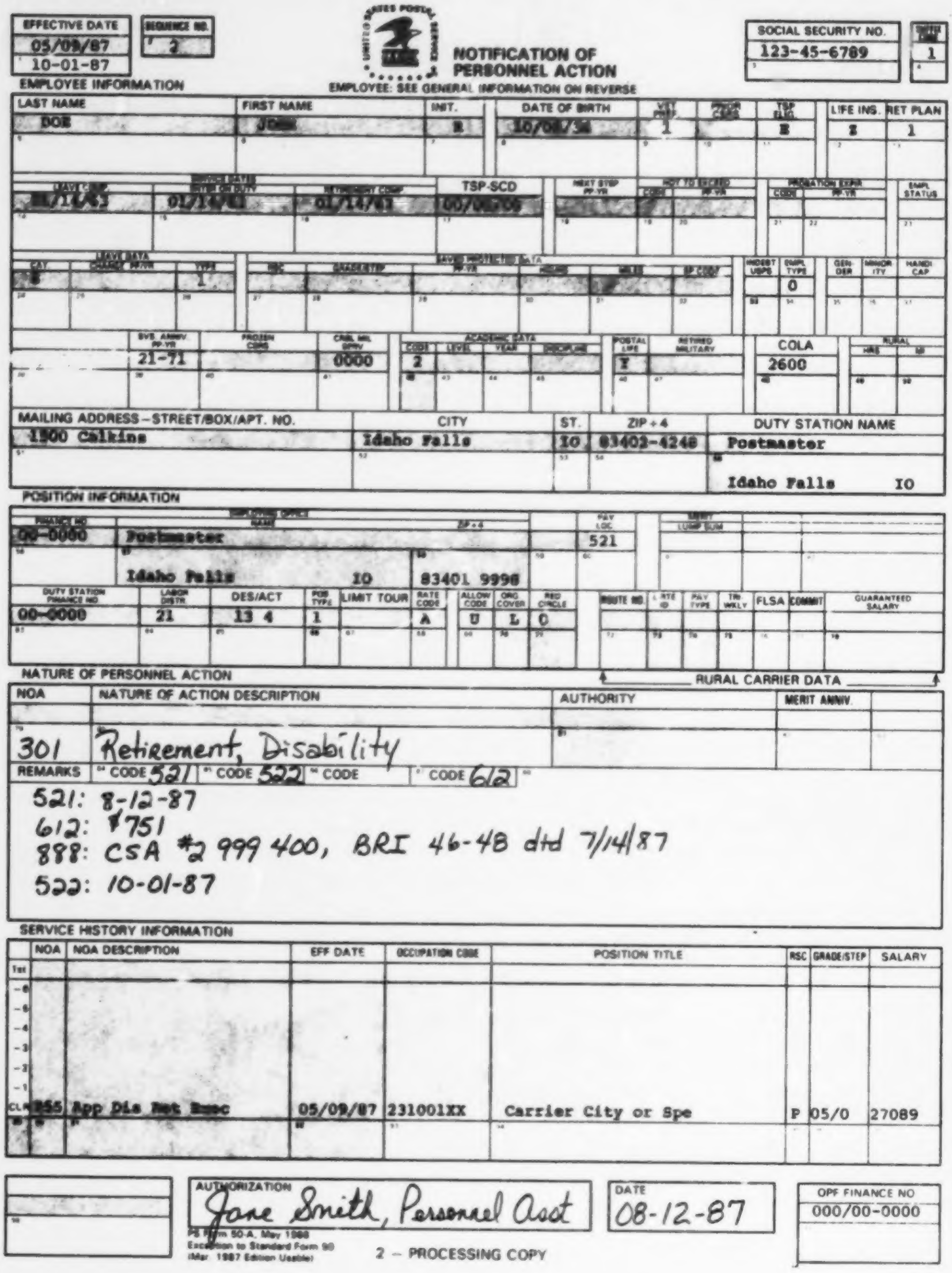
c. Optional Standard Remark Codes: NOA 300: 504, 521, 522, 540, 548, 555, 601. NOA 301: 504, 521, 522, 540, 541, 548, 555. NOA 302: 504, 521, 522, 539, 540, 555.

d. Acceptable Unemployment Compensation Codes: NOA 300: 601. NOA 301: 612, 613. NOA 302: 602, 603, 604, 605, 606, 607, 608.

425 Additional Information

a. Retirement computation date should reflect any creditable military service.

b. Refer to guidelines in other handbooks and manuals for assistance in determining eligibility, creditable service, etc., for retirement.



NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EFFECTIVE DATE: 05/09/87 / 10-01-87

SEQUENCE NO.: 2

SOCIAL SECURITY NO.: 123-45-6789

1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH			TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	R	10/08/38	1		E	Z	1

LEAVE COMP		RETIREMENT COMP	TSP-SCD				EMPL. STATUS
[illegible]/14/61	01/14/61	01/14/61	00/00/00				

		TYPE						INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
		1							0			

	SVS. ANNIV. PP-YR	FROZEN CSRS		ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL
	21-71		0000	2				Y		2600	

MAILING ADDRESS – STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
1500 Calkins	Idaho Falls	IO	83402-4248	Postmaster Idaho Falls IO

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC.
00-0000	Postmaster Idaho Falls IO	83401 9998	521

DUTY STATION FINANCE NO	LABOR DISTR.	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	RATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	21	13 4	1		A	U	L	0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
301	Retirement, Disability		

REMARKS CODE 521 CODE 522 CODE CODE 612

521: 8-12-87
612: $751
888: CSA #2 999 400, BRI 46-48 dtd 7/14/87
522: 10-01-87

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CL	855	App Dis Ret Exec	05/09/87	231001XX	Carrier City or Spe	P	05/0	27089

AUTHORIZATION: Jane Smith, Personnel Asst

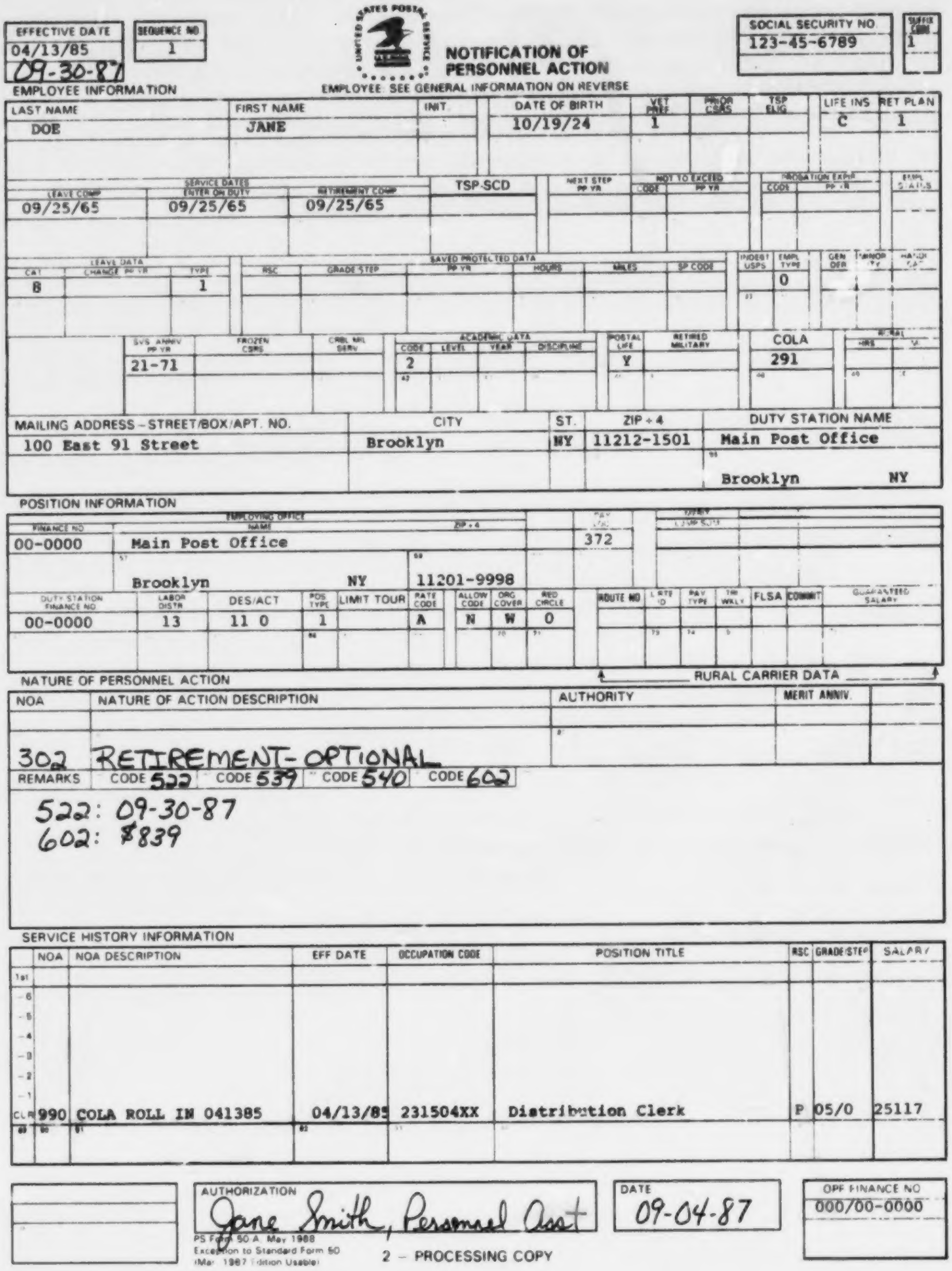
DATE: 08-12-87

OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 421.2, Form 50-A for Retirement, Disability



EFFECTIVE DATE: 04/13/85 09-30-87
SEQUENCE NO: 1

NOTIFICATION OF PERSONNEL ACTION
EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.: 123-45-6789
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME: DOE
FIRST NAME: JANE
INIT.:
DATE OF BIRTH: 10/19/24
VET PREF: 1
LIFE INS: C
RET PLAN: 1

SERVICE DATES
LEAVE COMP: 09/25/65
ENTER ON DUTY: 09/25/65
RETIREMENT COMP: 09/25/65
TSP-SCD:

LEAVE DATA
CAT: 8
TYPE: 1
EMPL TYPE: 0

SVS ANNIV PP YR: 21-71
ACADEMIC DATA CODE: 2
POSTAL LIFE: Y
COLA: 291

MAILING ADDRESS – STREET/BOX/APT. NO.: 100 East 91 Street
CITY: Brooklyn
ST.: NY
ZIP + 4: 11212-1501
DUTY STATION NAME: Main Post Office
Brooklyn NY

POSITION INFORMATION

EMPLOYING OFFICE
FINANCE NO: 00-0000
NAME: Main Post Office
Brooklyn NY
ZIP + 4: 11201-9998
PAY LOC: 372

DUTY STATION FINANCE NO: 00-0000
LABOR DISTR: 13
DES/ACT: 11 0
POS TYPE: 1
LIMIT TOUR:
RATE CODE: A
ALLOW CODE: N
ORG COVER: W
RED CIRCLE: 0
ROUTE NO / RTE ID / PAY TYPE / HR WKLY / FLSA / COMMIT / GUARANTEED SALARY
RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA: 302
NATURE OF ACTION DESCRIPTION: RETIREMENT-OPTIONAL
AUTHORITY:
MERIT ANNIV.:

REMARKS: CODE 522 CODE 539 CODE 540 CODE 602

522: 09-30-87
602: $839

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CUR	990	COLA ROLL IN 041385	04/13/85	231504XX	Distribution Clerk	P	05/0	25117

AUTHORIZATION: Jane Smith, Personnel Asst
DATE: 09-04-87
OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 421.3, Form 50-A for Retirement--Optional

430 Resignation (Voluntary) (NOA Codes 310, 313, 317)

431 Definitions

431.1 NOA Code 310-Resignation Charges Pending. Used to separate a career employee who voluntarily resigns while charges are pending (see ELM 365.212).

431.2 NOA Code 313-Resignation Military. Used to separate a career employee who voluntarily resigns to enter military service. Note: Do not confuse with Separation-Military (NOA Code 323), which is used to separate an employee who has specific orders for reporting for military duty.

431.3 NOA Code 317-Resignation. Used to separate an employee who voluntarily resigns when NOA Codes 310 and 313 do not apply (see ELM 365.2 for more information about resignations).

432 Required Forms

See separation forms, Exhibit 410a.

433 Elements

Complete the following elements on 50-A (see sample worksheet, Exhibit 431.3):

a. Mandatory Elements: 1, 79, 87.

b. Optional Elements: 51, 52, 53, 54.

c. Optional Standard Remark Codes: Use any applicable Quit Codes (see Exhibit 410b) and: NOA 310: 504, 521, 522, 540, 542, 555. NOA 313: 522, 548, 555. NOA 317: 504, 521, 522, 540, 542, 548, 555, 564.

d. Optional Unemployment Compensation Codes: NOA 310: 649. NOA 313: 620. NOA 317: 616-619, 621-648, 650, 652, 653, 682.

434 Additional Information

a. When a noncareer employee resigns to accept a career position in the Postal Service, process a conversion to career in lieu of a resignation. However, the effective date of the conversion must be the first day of a pay period.

b. If the employee's noncareer appointment expires prior to the effective date of the career appointment, process a NOA Code 352, *Termination*, and then the accession. Every effort should be made to discourage establishing the effective date of the career accession within the same pay period as the termination or resignation. This precaution would eliminate many payroll problems. Payroll calculates pay according to how an employee is set up on the Employee Master File at the close of the pay period. Therefore, if you work someone as a casual in week one and as a part-time flexible in week two, the employee will be paid for both weeks from the PTF salary schedule. An adjustment would then be necessary for the overpayment.

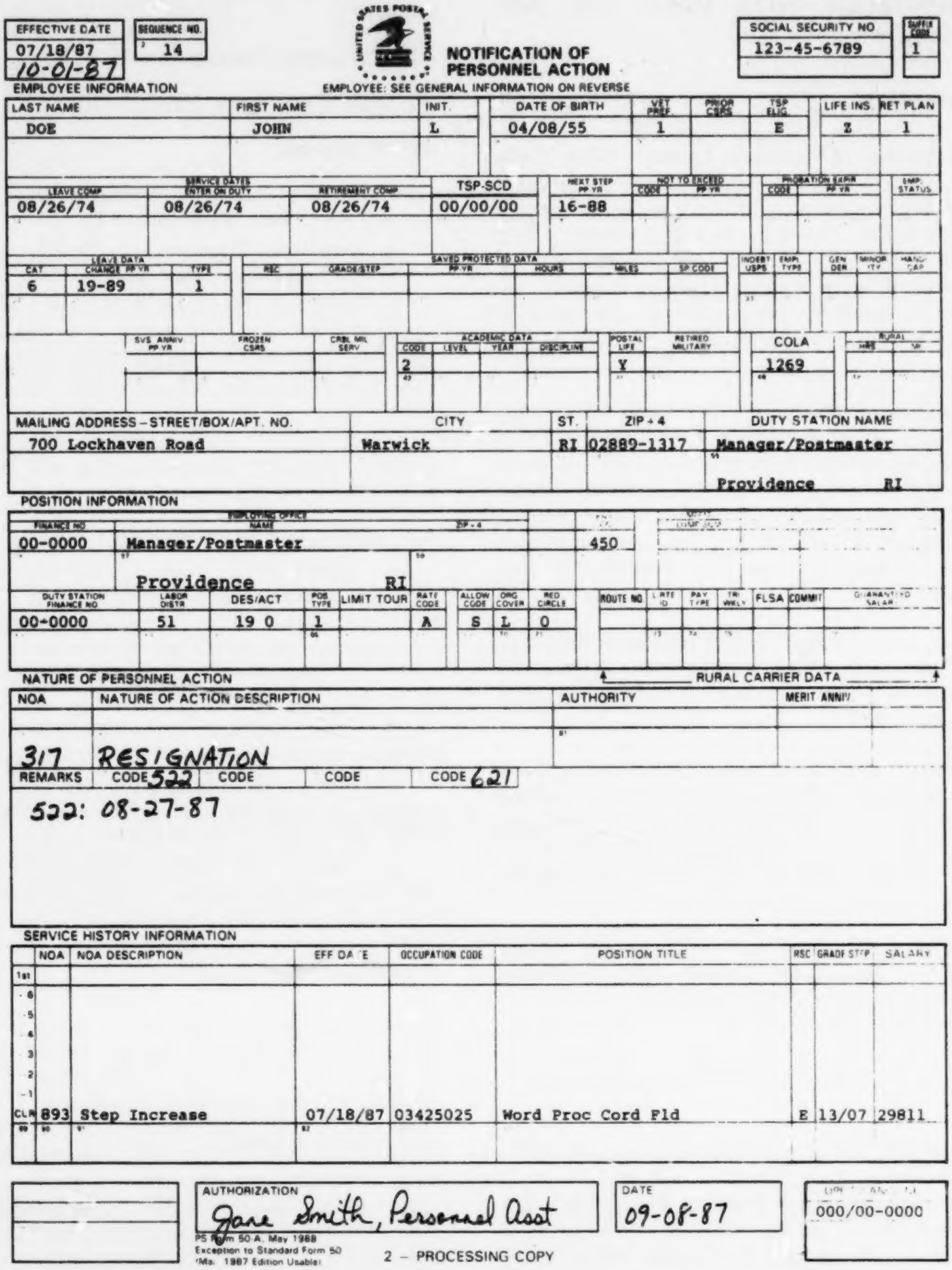
c. If the employee wishes to resign from a noncareer position prior to the expiration of the noncareer position, process a NOA Code 317 and use Unemployment Compensation Code 653, "Resignation-Voluntary. Employee voluntarily resigned because ."

d. Under no circumstances should a career employee be asked or expected to resign to accept another career position within the Postal Service. This type of action is in violation of the Memorandum of Understanding between the U.S. Postal Service and the Joint Bargaining Committee as incorporated in the National Agreement. Each office should work towards establishing a reasonable release date. If a date cannot be agreed upon, the matter should be elevated to the next level of authority. If an employee does resign and is placed back on the rolls without a break in service, he will *not* be required to serve a new probationary period.

e. If employee resigns because charges are pending with the Inspection Service, indicate this reason with Unemployment Compensation Code 650 in element 87. The Inspection Service Case Number should be indicated in the freeform remarks section, and standard remark code 555 (withhold funds) may be appropriate. PDC will hold any terminal leave payment due employee until Postal Inspection Service formally releases the funds.

f. When an employee is resigning but has been placed on COP because of a job-related injury, enter CP in element 23. Use remark code 564 which reads "COP will cease on *month-day-year*". (This date must not exceed 45 days from the date of COP.) The code CP alerts payroll that the employee will be compensated beyond the separation date.

g. Retain the Official Personnel Folder for any employee who resigns indicating the intentions of entering the military. The individual may apply, within certain time frames, for restoration to the position left or to a position of like seniority, status and pay (see EL-311 218, and ELM 365.234). Personnel officials must restore eligible employees within 30 days of request or be liable for payment for work that would have been performed between the 31st day and the day actually hired. This short time frame does not allow for requesting the OPF from the National Personnel Records Center to determine eligibility; it must therefore be retained in the installation. See ELM 365.233 for more information about postal official action at time employee leaves.



EFFECTIVE DATE	SEQUENCE NO.
07/18/87 10-01-87	14

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO	SUFFIX CODE
123-45-6789	1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS	RET PLAN
DOE	JOHN	L	04/08/55	1		E	Z	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	SERVICE DATES RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMP. STATUS
08/26/74	08/26/74	08/26/74	00/00/00	16-88					

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
6	19-89	1											

SVS ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL W
			2				Y		1269		

MAILING ADDRESS – STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
700 Lockhaven Road	Warwick	RI	02889-1317	Manager/Postmaster Providence RI

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC
00-0000	Manager/Postmaster Providence RI		450

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	51	19 0	1		A	S	L	0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV
317	RESIGNATION		

REMARKS	CODE	CODE	CODE	CODE
	522			621

522: 08-27-87

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	893	Step Increase	07/18/87	03425025	Word Proc Cord Fld	E	13/07	29811

AUTHORIZATION	DATE	UPDATE AN [illegible]
Jane Smith, Personnel Asst	09-08-87	000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 431.3, Form 50-A for Resignation

440 Separation (NOA Codes 320, 323, 324, 325, 398)

441 Definitions

441.1 Transfer to Another Agency (NOA Code 320). Used to separate a career employee accepting a career appointment in a federal agency without a break in service of a full workday (see ELM 365.22). This NOA is not applicable to a movement of an employee from one postal installation to another. Resignation by employee is not required and no resignation should be requested.

441.2 Separation-Military (NOA Code 323). This code applies to career employees entering active U.S. military service. The branch of service must be stated. This action is used in all cases instead of military furlough. Evidence that the employee is entering the armed forces pursuant to official orders is the basis for issuance of NOA 323 (see ELM 365.23).

Note: Do not confuse with Resignation-Military (NOA Code 313), which is used when a career or noncareer employee voluntarily resigns to enter military service.

441.3 Separation-Declined Relocation (NOA Code 324) Separation initiated by the Postal Service when an employee declines (because of family or other reasons) to accompany the function or activity when it is moved to a new geographic location.

441.4 Separation-Declined Assignment (NOA Code 325). Separation initiated by the Postal Service when an employee declines, because of family or other personal reasons, a new assignment which is occasioned by an established rotation policy, or directed in the best interest of the Postal Service.

441.5 Cancellation of Accession (NOA Code 398). Eliminates an accession from service history, such as when a new employee fails to report for duty. No separations forms are necessary for this type of separation (Code 398 is covered under Cancellations. See 371.2 for specific information and guidance).

442 Required Forms

See separation forms, Exhibit 410a.

443 Elements

Complete the following elements on 50-A (see sample worksheet, Exhibit 441.1):

a. Mandatory Elements: 1, 79, 87.

b. Optional Elements: 51-54.

c. Optional Standard Remarks: NOA 320: 521, 522, 540, 548, 555. NOA 323: 504, 521, 522, 540, 548, 555. NOA 324: 504, 505, 521, 522, 540, 548, 555. NOA 325: 504, 505, 521, 522, 540, 548, 555.

d. Optional Unemployment Compensation Codes: NOA 320: 661. NOA 323: 662. NOA 324: 663, 614. NOA 325: 664, 614.

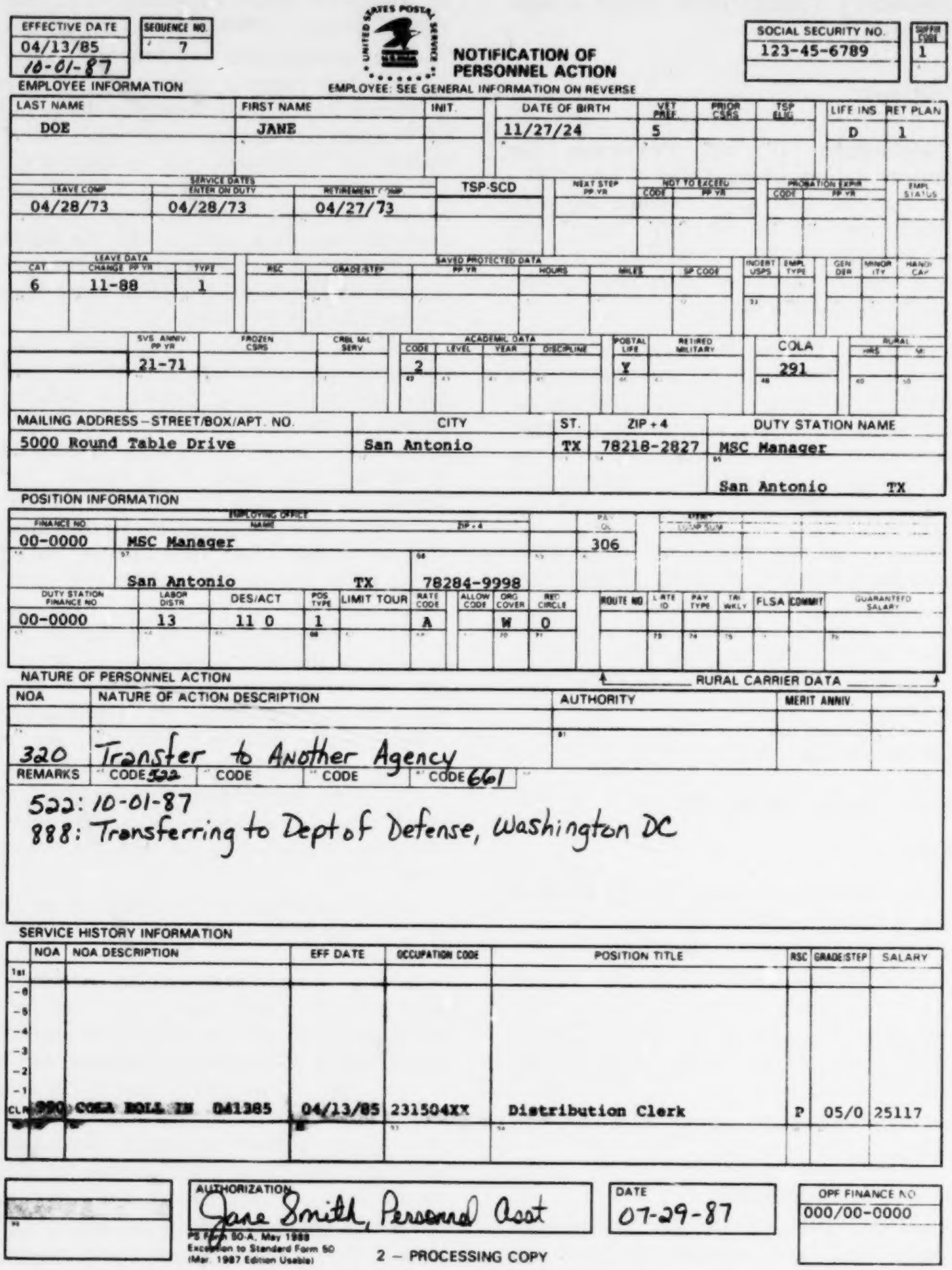
444 Additional Information

a. When using NOA 320 on employees eligible for military leave, forward Form 3973, *Military Leave Control*, to the agency. This procedure will prevent any doubt about how much military leave the employee used or has available in the fiscal year.

b. Effective date for NOA 320 is the day before entrance on duty with new agency.

c. Persons separated with NOA 323 may be entitled to specific reemployment rights (see ELM 365.234).

d. Retain the Official Personnel Folder for any employee for whom a Separation-Military is being processed. The individual may apply, within certain time frames, for restoration to the position left or to a position of like seniority, status and pay (see EL-311, 218 and ELM 365.234). Personnel officials must restore eligible employees within 30 days of request or be liable for payment for work that would have been performed between the 31st day and the day actually hired. This short time frame does not allow for requesting the OPF from the National Personnel Records Center to determine eligibility; it must therefore be retained in the installation. See ELM 365.233 for more information about postal official action at time employee leaves.



EFFECTIVE DATE: 04/13/85
10-01-87
SEQUENCE NO.: 7

NOTIFICATION OF PERSONNEL ACTION
EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.: 123-45-6789
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME: DOE
FIRST NAME: JANE
INIT.:
DATE OF BIRTH: 11/27/24
VET PREF: 5
PRIOR CSRS:
TSP ELIG:
LIFE INS: D
RET PLAN: 1

SERVICE DATES
LEAVE COMP: 04/28/73
ENTER ON DUTY: 04/28/73
RETIREMENT COMP: 04/27/73
TSP-SCD:
NEXT STEP PP YR:
NOT TO EXCEED CODE: PP YR:
PROBATION EXPIR CODE: PP YR:
EMPL STATUS:

LEAVE DATA
CAT: 6
CHANGE PP YR: 11-88
TYPE: 1
SAVED PROTECTED DATA
RSC: GRADE/STEP: PP YR: HOURS: MILES: SP CODE:
INDEBT USPS: EMPL TYPE: GENDER: MINORITY: HANDICAP:

SVS ANNIV PP YR: 21-71
FROZEN CSRS:
CRBL MIL SERV:
ACADEMIC DATA
CODE: 2
LEVEL: YEAR: DISCIPLINE:
POSTAL LIFE: Y
RETIRED MILITARY:
COLA: 291
RURAL HRS: MI:

MAILING ADDRESS – STREET/BOX/APT. NO.: 5000 Round Table Drive
CITY: San Antonio
ST.: TX
ZIP + 4: 78218-2827
DUTY STATION NAME: MSC Manager
San Antonio TX

POSITION INFORMATION

FINANCE NO: 00-0000
EMPLOYING OFFICE NAME: MSC Manager
San Antonio TX
ZIP + 4: 78284-9998
PAY OL: 306
LUMP SUM:

DUTY STATION FINANCE NO: 00-0000
LABOR DISTR: 13
DES/ACT: 11 0
POS TYPE: 1
LIMIT TOUR:
RATE CODE: A
ALLOW CODE:
ORG COVER: W
RED CIRCLE: 0
ROUTE NO: RATE ID: PAY TYPE: TRI WKLY: FLSA: COMMIT: GUARANTEED SALARY:
RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA: 320
NATURE OF ACTION DESCRIPTION: Transfer to Another Agency
AUTHORITY:
MERIT ANNIV:

REMARKS CODE 522 CODE CODE CODE 661

522: 10-01-87
888: Transferring to Dept of Defense, Washington DC

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	990	COLA ROLL IN 041385	04/13/85	231504XX	Distribution Clerk	P	05/0	25117

AUTHORIZATION: Jane Smith, Personnel Asst
DATE: 07-29-87
OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 441.1, Form 50-A for Transfer to Another Agency

450 Involuntary Separations (NOA Codes 328, 329, 346)

451 Definitions

451.1 Termination During Probation for Pre-Appointment Conditions (NOA Code 328). Separation initiated by USPS because of conditions arising, wholly or partially, before the employee's entrance on duty. NOTE: Do not use this NOA to separate a casual or temporary employee (use NOA 352 instead).

451.2 Termination During Probation for Other Conditions (NOA Code 329). Separation initiated by USPS because of conditions arising wholly or partially after the employee's entrance on duty, and not covered by Code 328. NOTE: Do not use this NOA to separate a casual or temporary employee (use NOA 352 instead).

451.3 Removal for Conditions Arising After Entrance on Duty (NOA Code 346). Disciplinary separation initiated by USPS based on cause and not covered by another personnel action listed in this chapter. NOTE: Do not use this NOA to separate a casual or temporary employee (use NOA 352 instead).

452 Required Forms

See separation forms, Exhibit 410a.

453 Elements

Complete the following elements on Form 50-A (see sample worksheet, Exhibit 451.3):

a. Mandatory Elements: 1, 79, 87.

b. Optional Elements: 51, 52, 53, 54, 84, 85, 86, 88.

c. Optional Unemployment Compensation Codes: NOA 328: 670. NOA 329: 671. NOA 346: 672-678, 680.

d. Optional Standard Remarks: 504, 521, 522, 540, 548, 555.

454 Additional Information

a. When a removal (NOA 346) is prepared, limit excessive free form remarks to those that are necessary in element 88. Enter in this section the date of the disciplinary notice and the subject of discipline, stated concisely (e.g., AWOL; Insubordination; Tardiness).

b. Establish effective date as follows:

(1) In a removal action, the employee should be placed in a nonpay, nonduty status at the close of business on the removal date. No Form 50 should be processed; the employee's timecard should show him or her in a LWOP status. If no appeal has been filed to Step I within the 15 calendar day time limit or to the MSPB within the 20 calendar day time limit, a Form 50 removing the employee on the effective date set in the decision should be issued.

(2) If an appeal to Step I has been filed, or the employee appeals to the MSPB, part I of PS Form 6075, *Status of Employee Benefits*, should be sent to the staff in PDC Payroll Section. Once the administrative or MSPB appeal has been completed and the removal is upheld, Form 50-A should be prepared and processed removing the employee effective the date of the final disposition of his/her case. In addition, part 2 of PS Form 6075 should be sent to the staff at PDC Payroll Section.

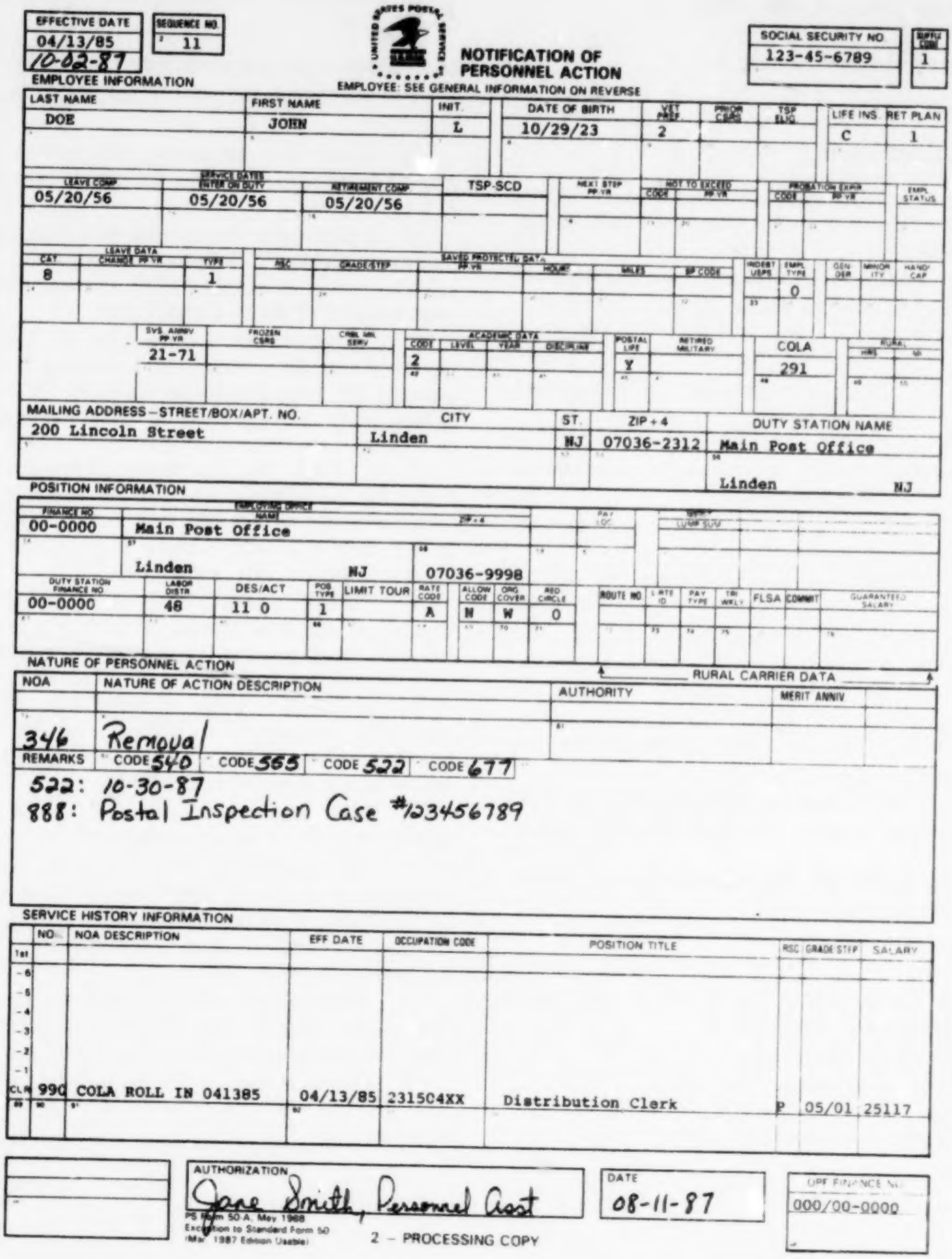
(3) The effective date of the action is to be the date of the final disposition of the employee's case. In cases which were appealed through administrative procedures, the effective date of the action is the date set forth in the notice or decision of removal as appropriate.

c. For settlements resulting in changes to lower grade, the Form 50 is processed on the effective date whether or not the employee appeals.

d. If removal is the result of an Inspection Service case, cite case number in free form remarks section of Form 50. Code standard remark code 555, Withhold Funds, in element 84-86 if applicable. This will cause PDC to hold any terminal leave pay due the employee until the Postal Inspection Service formally releases the funds.

e. On Form 2810, Notice of Change in Health Benefits, the effective date is the last day of the pay period in which the separation is effective. The "Remarks" section of Form 2810 should show the type and date of separation.

f. Complete and mail the entire Form 2821, *Agency Certification of Insurance Status*, to the staff in PDC Retirement Branch for verification of salary.



EFFECTIVE DATE: 04/13/85 ~~~~ 10-02-87
SEQUENCE NO.: 11

NOTIFICATION OF PERSONNEL ACTION
EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.: 123-45-6789
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG	LIFE INS.	RET PLAN
DOE	JOHN	L	10/29/23	2			C	1

SERVICE DATES LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
05/20/56	05/20/56	05/20/56							

LEAVE DATA CAT	CHANGE PP-YR	TYPE	SAVED PROTECTED DATA RSC	GRADE-STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
8		1								0			

SVS ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
21-71			2				Y		291		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
200 Lincoln Street	Linden	NJ	07036-2312	Main Post Office Linden NJ

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4
00-0000	Main Post Office Linden NJ	07036-9998

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	LATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	48	11 0	1		A	N	W	0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV
346	Removal		

REMARKS CODE 540 CODE 565 CODE 522 CODE 677

522: 10-30-87
888: Postal Inspection Case #123456789

SERVICE HISTORY INFORMATION

	NO.	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE-STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLN	990	COLA ROLL IN 041385	04/13/85	231504XX	Distribution Clerk	P	05/01	25117

AUTHORIZATION: Jane Smith, Personnel Asst
DATE: 08-11-87
OPF FINANCE NO.: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 451.3, Form 50-A for Removal

460 Death (NOA Code 350)

461 Terminal Leave Payment

See ELM 422.451.

462 Required Forms

The following forms must be processed as appropriate (see Exhibit 410a for details on form preparation and use):

a. SF 2800, *Application for Death Benefits.*

b. FE-6, *Claim for Death Benefits (FEGLI).*

c. W-9, *Request for Taxpayer Identification Number.*

d. SF 2823, *Designation of Beneficiary (FEGLI).*

e. SF 1153, *Claim of Designated Beneficiary and/or Surviving Spouse for Unpaid Compensation of Deceased Civilian Employee.*

f. SF 1155, *Claim for Unpaid Compensation of Deceased Civilian Employee.*

g. SF 2810, *Notice of Change in Health Benefits.*

h. Form 1345 (or local form), *Request for Posthumous Recognition.*

i. CA-3, *Report of Termination of Total or Partial Disability.*

j. CA-5, *Claim for Compensation by Widow/Widower/Children.*

k. CA-5B, *Claim for Compensation by Parents, Brothers, Sisters, Grandparents, Grandchildren.*

l. CA-6, *Official Superior's Report of Death as a result of Injury on Duty.*

463 Elements

Complete the following elements on 50-A (see sample worksheet, Exhibit 460):

a. Mandatory Elements: 1, 79, 87.

b. Optional Elements: 69, 51-54.

c. Optional Standard Remark Codes: 506, 521, 522, 539, 540, 548.

d. Optional Unemployment Compensation Codes: 679.

464 Additional Information

a. See ELM 365.36 for additional information.

b. Enter any necessary information in element 88, such as last date employee was carried in a pay status.

c. If employee was carried in a nonpay status for more than 130 8-hour workdays during the calendar year in which death occurs, enter the total amount of leave without pay.

d. If employee was entitled to lump sum payment for leave, enter the following remark in element 88: Payment to be made for XXX hours annual leave. Period covered by leave ends (date and hours), is issued. If this information is not available, enter the statement: Payment to be made for all accumulated annual leave to which deceased employee is entitled under existing law. If the employee was entitled to terminal annual leave at a higher rate, see below.

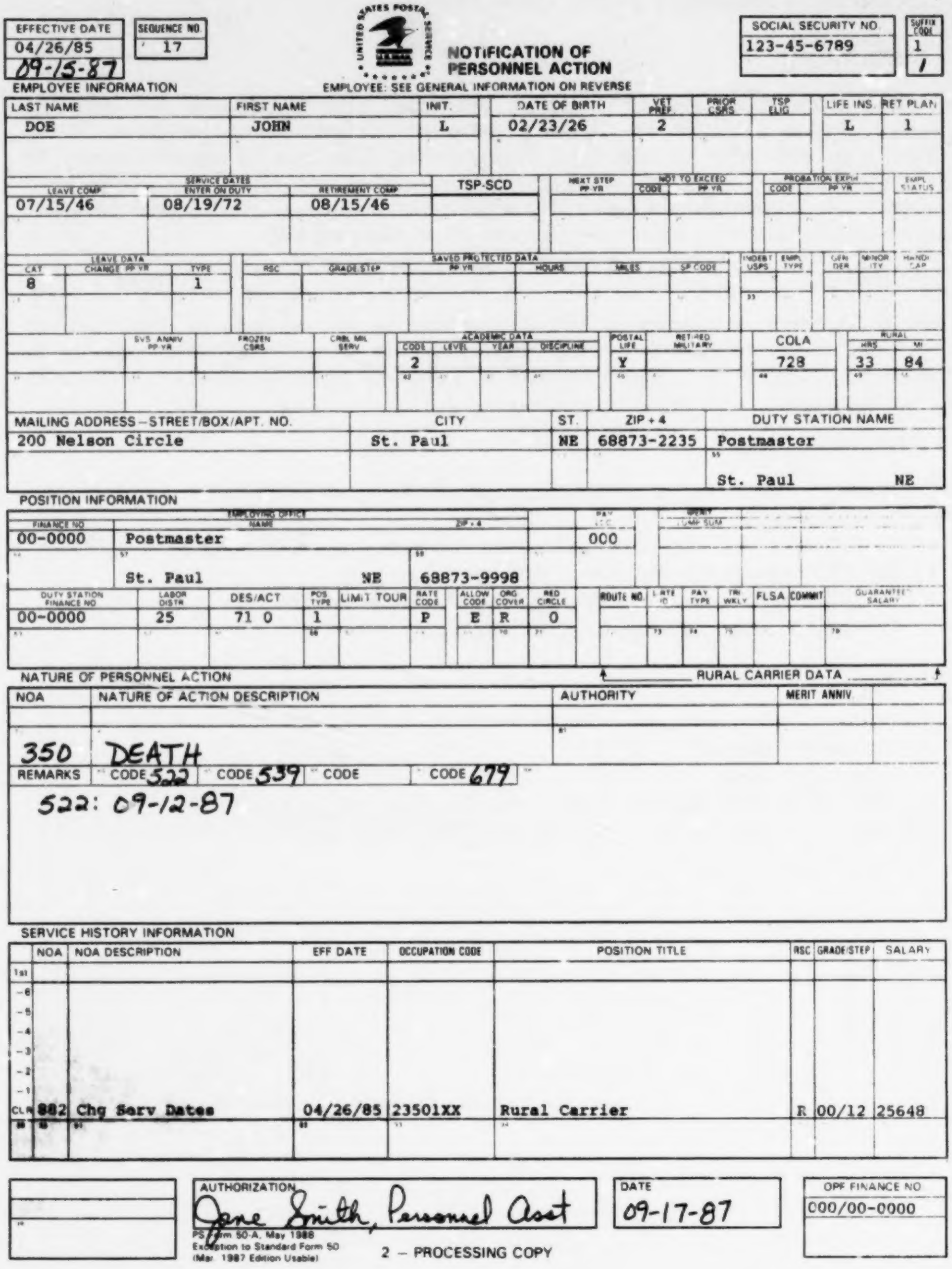
e. When terminating a deceased employee entitled to terminal annual leave at a higher rate, include the following statement in element 88: Employee to be paid for all terminal annual leave to which entitled under existing law, at higher level rate, if assigned to higher level position on last day of service and would have continued in such status if remaining on rolls.

f. Enter deceased employee's official mailing address at time of death in elements 51-54.

g. If employee's OPF contains SF 1152, *Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee*, remove it and forward to PDC. If form is not on file, enter in element 88: No SF 1152 on file.

h. NOA Code 350 automatically terminates employee's record and manually effects salary and/or terminal leave payments to estate.

i. Effective date is the actual date of death. Do not use the last day in pay status as the effective date.



EFFECTIVE DATE	04/26/85 09-15-87	SEQUENCE NO.	17
SOCIAL SECURITY NO.	123-45-6789	SUFFIX CODE	1 /

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG	LIFE INS.	RET PLAN
DOE	JOHN	L	02/23/26	2			L	1

SERVICE DATES LEAVE COMP	SERVICE DATES ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXPIR CODE	PROBATION EXPIR PP YR	EMPL STATUS
07/15/46	08/19/72	08/15/46							

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE STEP	PP YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
8		1											

	SVS ANNIV PP YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
				2				Y		728	33	84

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
200 Nelson Circle	St. Paul	NE	68873-2235	Postmaster St. Paul NE

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM
00-0000	Postmaster St. Paul NE	68873-9998		000	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEE SALARY
00-0000	25	71 0	1		P	E	R	0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV
350	DEATH		

REMARKS CODE 522 CODE 539 CODE CODE 679

522: 09-12-87

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	882	Chg Serv Dates	04/26/85	23501XX	Rural Carrier	R	00/12	25648

AUTHORIZATION	DATE	OPF FINANCE NO
Jane Smith, Personnel Asst	09-17-87	000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 — PROCESSING COPY

Exhibit 460, Form 50-A for Death

470 Separation-Disability (NOA Code 326)

471 Definition

Separation initiated by the USPS of an employee who is ineligible for disability retirement and is mentally or physically incapable of performing the duties of the position. This term also includes legal incompetence. This type of separation may be used if an employee (a) is receiving injury compensation from the Office of Workers' Compensation, Department of Labor, for a period of one year, and (b) does not meet requirements for disability retirement (see also ELM 540 and 550).

472 Authority

Office of Personnel Management (OPM) instructions (in the case of disability), or evidence by competent medical and/or legal authority of the employee's inability to perform the duties of the position because of mental or physical condition, constitutes the basis for issuance of a separation action.

473 Required Forms

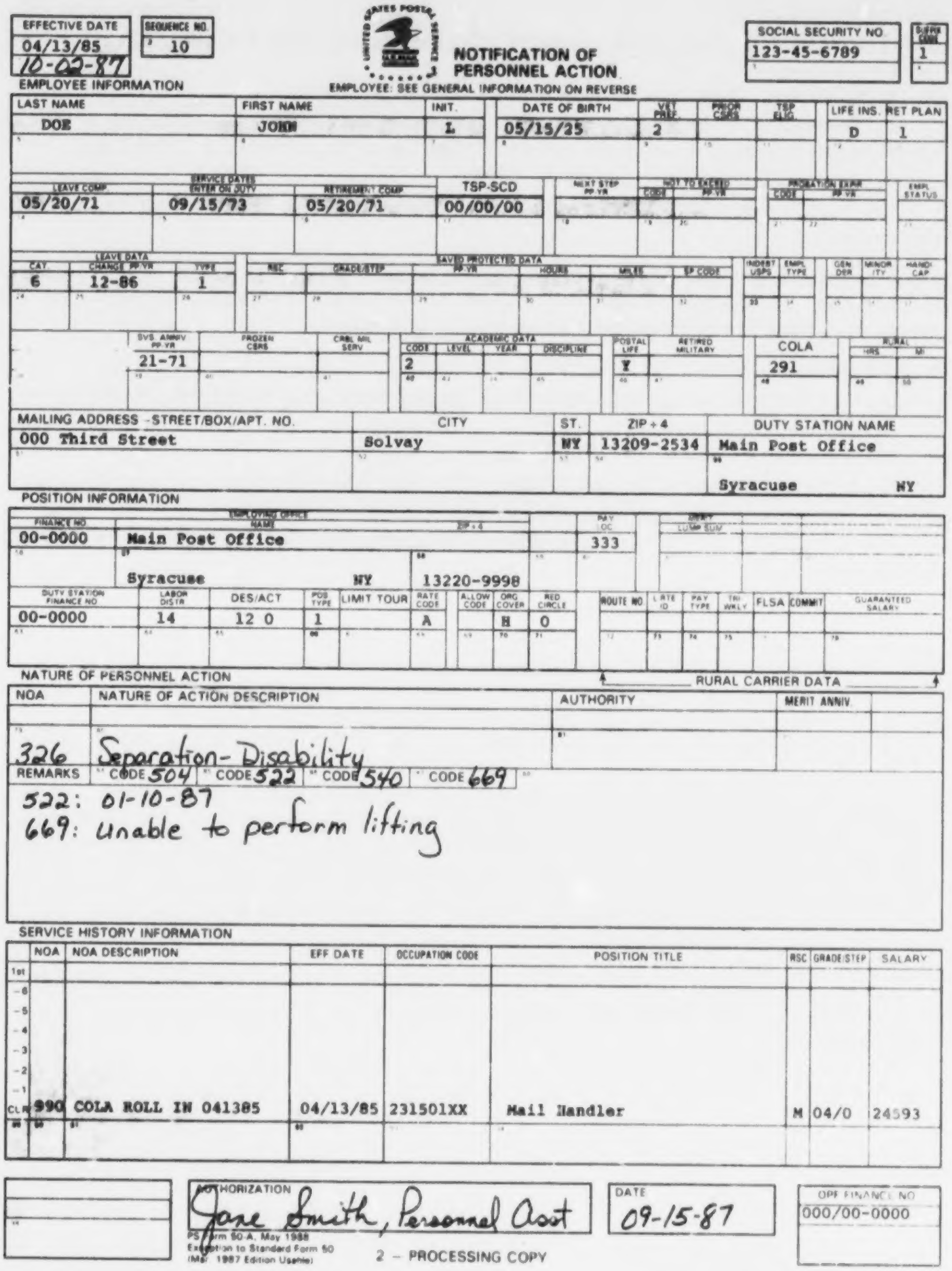
The following forms must be processed as appropriate (see Exhibit 410a for details on form preparation and use):

a. SF 8, *Notice to Federal Employee about Unemployment Compensation.*
b. SF 2821, *Agency Certification of Insurance Status.*
c. SF 2802, *Application for Refund of Retirement Deductions.*
d. SF 2810, *Notice of Change in Health Benefits.*

474 Elements

Complete the following elements on 50-A (see sample worksheet, Exhibit 470):

a. Mandatory Elements: 1, 79, 87.
b. Optional Elements: 69, 51-54.
c. Optional Standard Remark Codes: 504, 521, 522, 540, 548, 555.
d. Optional Unemployment Compensation Codes: 668, 669.



EFFECTIVE DATE: 04/13/85 10-02-87

SEQUENCE NO.: 10

UNITED STATES POSTAL SERVICE

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO: 123-45-6789

SUPER CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	L	05/15/25	2			D	1

SERVICE DATES LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
05/20/71	09/15/73	05/20/71	00/00/00						

LEAVE DATA CAT.	CHANGE PP-YR	TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
6	12-86	1											

SVS. ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
21-71			2				Y		291		

MAILING ADDRESS - STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
000 Third Street	Solvay	NY	13209-2534	Main Post Office Syracuse NY

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC
00-0000	Main Post Office Syracuse NY	13220-9998	333

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	RATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	14	12 0	1		A		H	0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
326	Separation-Disability		

REMARKS CODE 504 CODE 522 CODE 540 CODE 669

522: 01-10-87

669: Unable to perform lifting

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR	990	COLA ROLL IN 041385	04/13/85	231501XX	Mail Handler	M	04/0	24593

AUTHORIZATION: Jane Smith, Personnel Asst

DATE: 09-15-87

OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 470, Form 50-A for Separation-Disability

480 Terminations

481 Termination (from Temporary/Casual Position) (NOA Code 352)

481.1 Definition. This code is used for:

a. Separation of an employee from a temporary or casual position at the expiration of the appointment (including Postmaster Relief/Leave Replacements (PMR/LR)).

b. Termination because of lack of work.

c. Termination for other reasons, e.g, insubordination, excessive absence without cause, etc.

481.2 Required Forms. See separation forms, Exhibit 410a. Use Form 1653, *Postmaster Relief/Leave Replacement Employment Data*, to terminate Postmaster Relief/Leave Replacements. Use Form 50-A for casual/temporary employees.

481.3 Elements

a. Complete the following elements on 50-A (see sample worksheet, Exhibit 481a).

(1) Mandatory Elements: 1, 79, 87.

(2) Optional Elements: 51, 52, 53, 54.

(3) Optional Standard Remark Codes: 518, 521, 522, 548, 555.

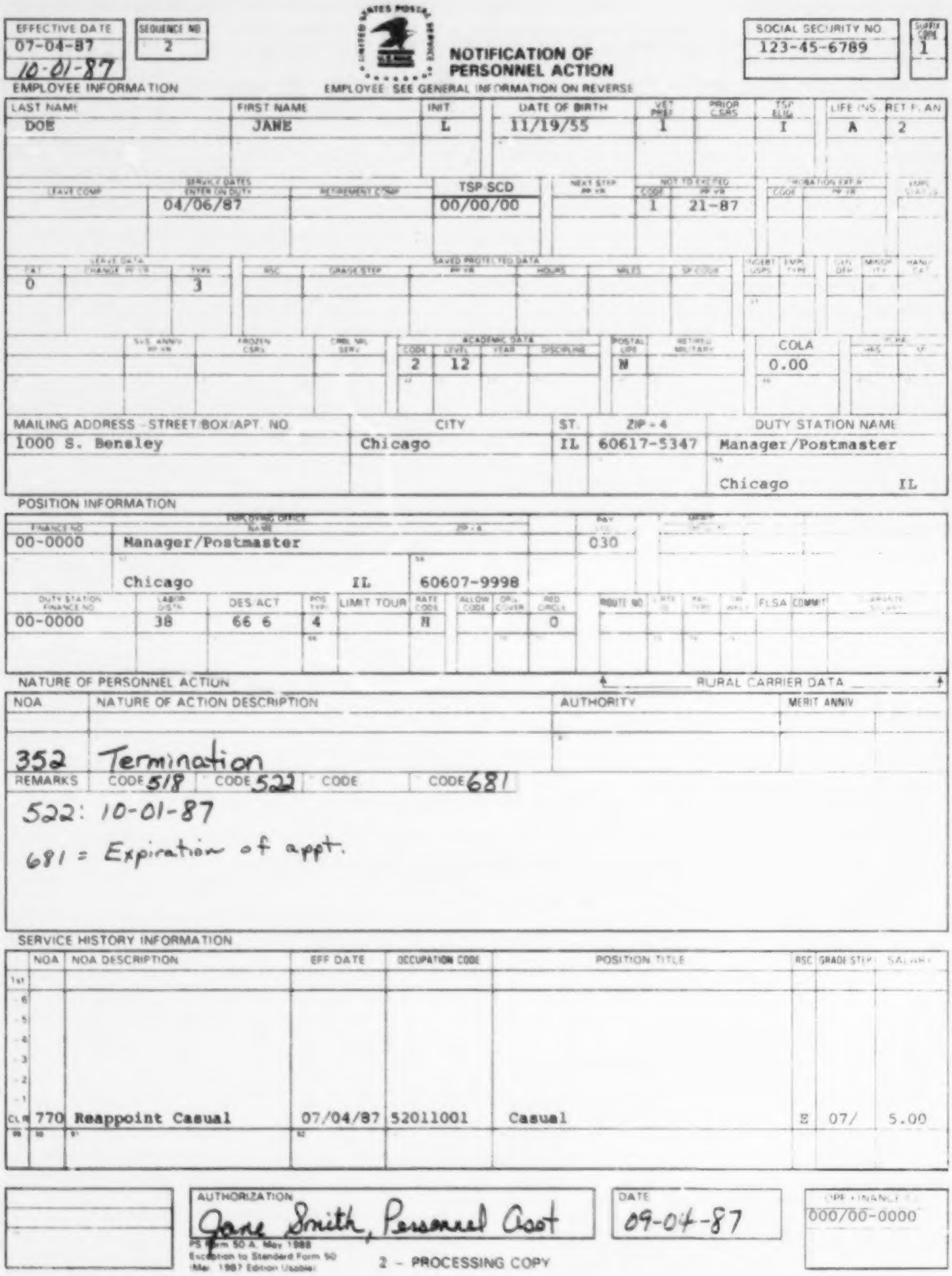
(4) Optional Unemployment Compensation Codes: 680, 681.

b. Complete the required elements on Form 1653 to separate a PMR/LR (see Exhibit 481b).

481.4 Additional Information

a. Postmaster Relief/Leave Replacements (PMR/LRs) separations are processed using Form 1653. If terminating a PMR/LR appointment and appointing to a temporary postmaster (TPM) position, make effective date of separation 1 day prior to appointment as TPM. See NOA 230 for instructions on processing a Form 50-B to appoint as TPM. Submit both actions simultaneously as 1 of 2 (on Form 1653) and 2 of 2 (on Form 50).

b. Process NOA 352 on Form 50-A to terminate the TPM appointment and place employee back into PMR/LR status. Process Form 1653 to rehire as PMR/LR. Submit both forms simultaneously as 1 of 2 (Form 50) and 2 of 2 (Form 1653). Make effective date of separation action one day prior to appointment action.



EFFECTIVE DATE 07-04-87 10-01-87
SEQUENCE NO 2

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO 123-45-6789
SUFFIX CODE 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG	LIFE INS	RET PLAN
DOE	JANE	L	11/19/55	1		I	A	2

LEAVE COMP	SERVICE DATES ENTER ON DUTY	RETIREMENT COMP	TSP SCD	NEXT STEP PP YR	NOT TO EXCEED CODE	NOT TO EXCEED PP YR	PROBATION EXP R CODE	PROBATION EXP R PP YR	EMPL STATUS
	04/06/87		00/00/00		1	21-87			

LEAVE DATA CAT	LEAVE DATA CHANGE PP YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE STEP	PP YR	HOURS	MILES	SP CODE	INCENT USPS	EMPL TYPE
0		3								

	S&S ANNIV PP YR	FROZEN CSRS	CRDBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA
				2	12			N		0.00

MAILING ADDRESS - STREET/BOX/APT. NO	CITY	ST.	ZIP + 4	DUTY STATION NAME
1000 S. Bensley	Chicago	IL	60617-5347	Manager/Postmaster Chicago IL

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME		ZIP + 4	PAY LOC
00-0000	Manager/Postmaster Chicago	IL	60607-9998	030

DUTY STATION FINANCE NO	LABOR DISTR	DES ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	FLSA	COMMIT
00-0000	38	66 6	4		N			0			

NATURE OF PERSONNEL ACTION — RURAL CARRIER DATA

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV
352	Termination		

REMARKS CODE 518 CODE 522 CODE CODE 681

522: 10-01-87

681 = Expiration of appt.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CUR	770	Reappoint Casual	07/04/87	52011001	Casual	E	07/	5.00

AUTHORIZATION Jane Smith, Personnel Asst

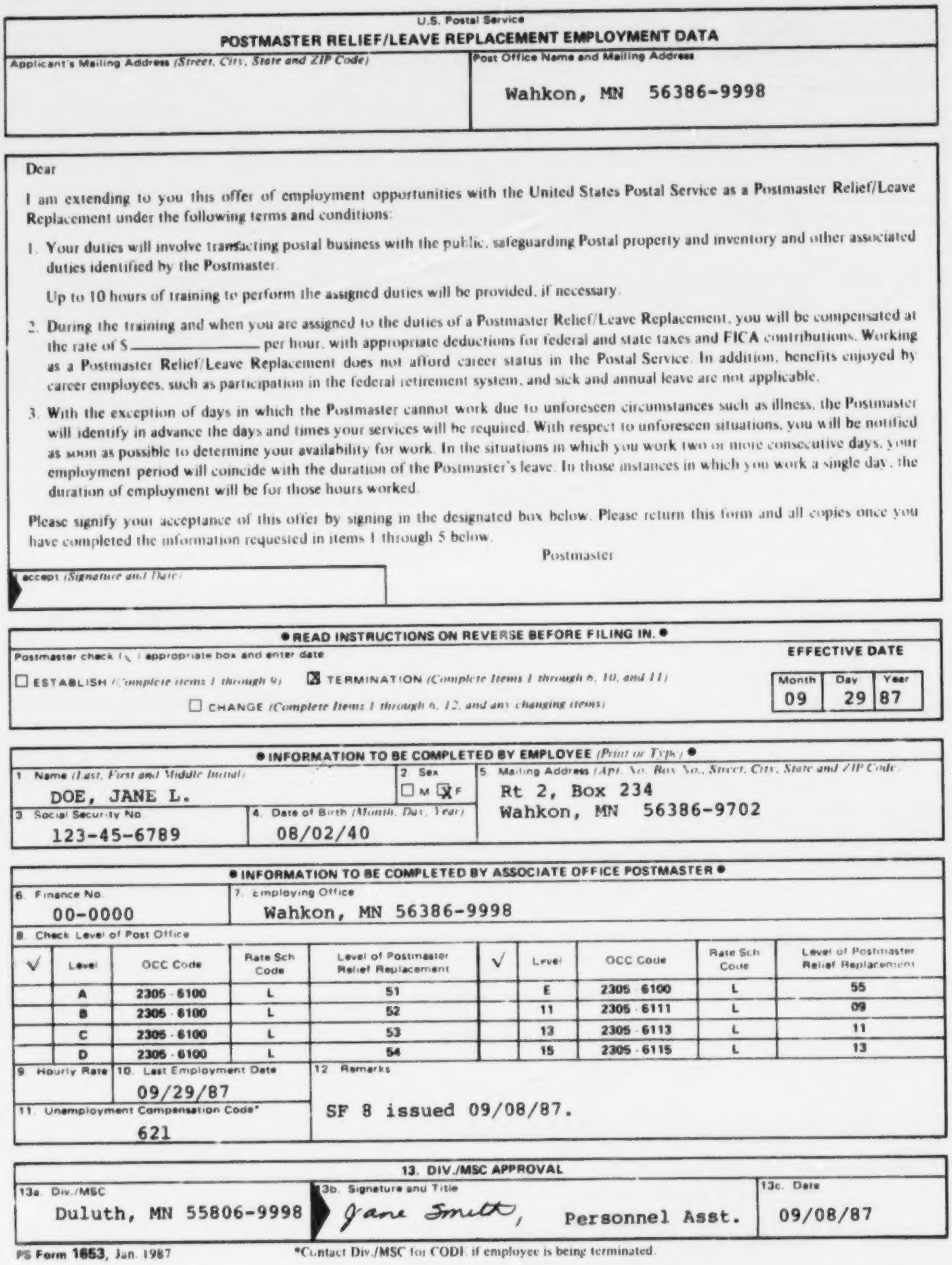
DATE 09-04-87

OPF FINANCE NO 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 481a, Form 50-A for Termination



U.S. Postal Service

POSTMASTER RELIEF/LEAVE REPLACEMENT EMPLOYMENT DATA

Applicant's Mailing Address *(Street, City, State and ZIP Code)*	Post Office Name and Mailing Address
	Wahkon, MN 56386-9998

Dear

I am extending to you this offer of employment opportunities with the United States Postal Service as a Postmaster Relief/Leave Replacement under the following terms and conditions:

1. Your duties will involve transacting postal business with the public, safeguarding Postal property and inventory and other associated duties identified by the Postmaster.

   Up to 10 hours of training to perform the assigned duties will be provided, if necessary.

2. During the training and when you are assigned to the duties of a Postmaster Relief/Leave Replacement, you will be compensated at the rate of $__________ per hour, with appropriate deductions for federal and state taxes and FICA contributions. Working as a Postmaster Relief/Leave Replacement does not afford career status in the Postal Service. In addition, benefits enjoyed by career employees, such as participation in the federal retirement system, and sick and annual leave are not applicable.

3. With the exception of days in which the Postmaster cannot work due to unforeseen circumstances such as illness, the Postmaster will identify in advance the days and times your services will be required. With respect to unforeseen situations, you will be notified as soon as possible to determine your availability for work. In the situations in which you work two or more consecutive days, your employment period will coincide with the duration of the Postmaster's leave. In those instances in which you work a single day, the duration of employment will be for those hours worked.

Please signify your acceptance of this offer by signing in the designated box below. Please return this form and all copies once you have completed the information requested in items 1 through 5 below.

Postmaster

I accept *(Signature and Date)*

● READ INSTRUCTIONS ON REVERSE BEFORE FILING IN. ●

Postmaster check (✓) appropriate box and enter date

☐ ESTABLISH *(Complete items 1 through 9)* ☒ TERMINATION *(Complete Items 1 through 6, 10, and 11)*

☐ CHANGE *(Complete Items 1 through 6, 12, and any changing items)*

EFFECTIVE DATE

Month	Day	Year
09	29	87

● INFORMATION TO BE COMPLETED BY EMPLOYEE *(Print or Type)* ●

1. Name *(Last, First and Middle Initial)*: DOE, JANE L.
2. Sex: ☐ M ☒ F
3. Social Security No.: 123-45-6789
4. Date of Birth *(Month, Day, Year)*: 08/02/40
5. Mailing Address *(Apt. No., Box No., Street, City, State and ZIP Code)*:
Rt 2, Box 234
Wahkon, MN 56386-9702

● INFORMATION TO BE COMPLETED BY ASSOCIATE OFFICE POSTMASTER ●

6. Finance No.: 00-0000
7. Employing Office: Wahkon, MN 56386-9998
8. Check Level of Post Office

√	Level	OCC Code	Rate Sch Code	Level of Postmaster Relief Replacement	√	Level	OCC Code	Rate Sch Code	Level of Postmaster Relief Replacement
	A	2305 - 6100	L	51		E	2305 - 6100	L	55
	B	2305 - 6100	L	52		11	2305 - 6111	L	09
	C	2305 - 6100	L	53		13	2305 - 6113	L	11
	D	2305 - 6100	L	54		15	2305 - 6115	L	13

9. Hourly Rate:
10. Last Employment Date: 09/29/87
11. Unemployment Compensation Code*: 621
12. Remarks: SF 8 issued 09/08/87.

13. DIV./MSC APPROVAL

13a. Div./MSC	13b. Signature and Title	13c. Date
Duluth, MN 55806-9998	Jane Smith, Personnel Asst.	09/08/87

PS Form 1653, Jan. 1987

*Contact Div./MSC for CODE if employee is being terminated.

Exhibit 481b, Form 1653 for Termination of Postmaster Relief/Leave Replacement

482 Termination of a Dual Position (NOA Code 960)

482.1 Definition. Used to terminate a dual job record, with the same Social Security number, for an employee who was serving in a dual capacity. This code may never be used to terminate a primary position.

482.2 Elements. Complete the following elements on Form 50-A (see sample worksheet, Exhibit 482):

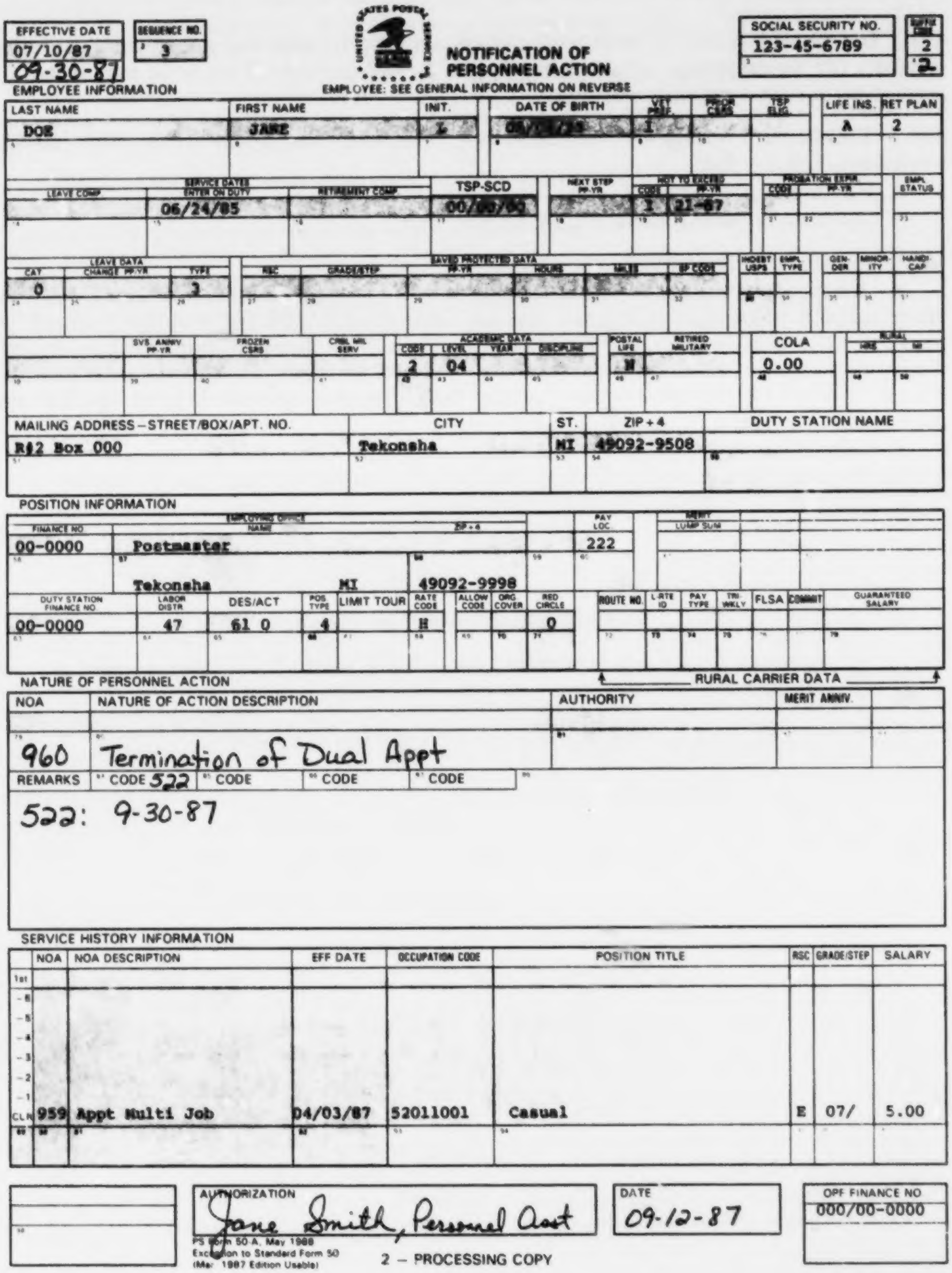
a. Mandatory Elements: 1, 79.

b. Optional Standard Remark Codes: 522, 548.

482.3 Additional Information

a. Every effort should be made to terminate dual appointments in a timely fashion. However, the 960 action terminates the job immediately, and the employee cannot be paid for work performed after the processing date. It is therefore important to *process* the termination on the pay period following the one in which work in the dual position ceased. Processing the termination in the following pay period will assure that the employee will be paid for all work performed for the entire pay period.

b. The supervisor and employee should be made aware of the expiration date of appointment so work is not performed afterwards creating the need for pay adjustments.



EFFECTIVE DATE: 07/10/87 ~~~~ 09-30-87
SEQUENCE NO.: 3

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.: 123-45-6789

SUFFIX CODE: 2 / 2

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JANE	L	[redacted]	1			A	2

LEAVE COMP	SERVICE DATES ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR. CODE	PROBATION EXPIR. PP-YR	EMPL. STATUS
	06/24/85		00/00/00		1	21-87			

LEAVE DATA CAT	LEAVE DATA CHANGE PP-YR	LEAVE DATA TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
0		3											

	SVS. ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	RURAL MI
				2	04			N		0.00		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
R#2 Box 000	Tekonsha	MI	49092-9508	

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC.	MERIT LUMP SUM
00-0000	Postmaster Tekonsha MI	49092-9998		222	

DUTY STATION FINANCE NO.	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	47	61 0	4		H			0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
960	Termination of Dual Appt		

REMARKS CODE 522 CODE CODE CODE

522: 9-30-87

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLN	959	Appt Multi Job	04/03/87	52011001	Casual	E	07/	5.00

AUTHORIZATION: Jane Smith, Personnel Asst

DATE: 09-12-87

OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

2 – PROCESSING COPY

Exhibit 482, Form 50-A for Termination of Dual Appointment

Separation Forms

Separation actions will require the processing of some or all of the following forms:

Form	Title	Preparation	Use
SF 8	Notice to Federal Employee About Unemployment Compensation.	Prepare one form and mail to former employee.	Notify employee of Unemployment Compensation rights/benefits.
Form 337	Clearance Record for Required Clearance to Separated Employee	Initiate by completing top portion. Forward to Supv/Postmaster for completion and return.	Provides accountabiity for government property.
Form 1476	PSDS EMR Items Transcript	Prepare and forward to PSDS.	Notifies timekeeping unit of separations.
SF 2802	Application for Refund of Retirement Deductions	Give to former employee on request for completion and return.	Initiates refund.
SF 2810	Notice of Change in Health Benefits	Prepare as directed on form.	See ELM 525.4, 525.5, 525.6, 525.7, 525.8, 524.76
SF 2819	Notice of Conversion Privilege	Prepare and give to former employee.	See ELM 524.77
SF 2821	Agency Certification of Insurance Status	Prepare and forward to PDC. Forward employee copy upon verification of salary by PDC.	Certification of salary.
SF 3106	Application for Refund (FERS)	Give to former employee on request for completion and return.	Initiates refund.

Resignation, retirement, death actions will require some or all of these additional forms:

Resignation			
Form 2574	Resignation	Employee prepares	
Retirement - Mandatory or optional			
SF 2801	Application for Retirement.	Employee prepares	
SF 2801-1	Certified Summary of Federal Service	Prepare from emloyment and military records	Certifies creditable service.
SF 2801: Schedule	A Military Service Info B Military Retired Pay C Federal Employees Compensation Information D Agency Checklist of Immediate Retirement Procedures	Attach DD-214	

Exhibit 410a (p. 1), Separation Forms

Form	Title	Preparation	Use
SF 2818	Election of Post Retirement Basic Life Insurance Coverage	Forward to PDC with retirement papers after employee elects.	
SF 2823	Designation of Beneficiary (FEGLI) (formerly SF 154)	Pull from OPF and forward to PDC with 2817's (formerly SF 176) with retirement paperwork.	
Form 1345 or Local Form	Request for Retirement or Posthumous Recognition	Prepare to initiate preparation of retirement certificate.	
OPM 1538	Statement Regarding Former Spouses	Employee completes.	
Retirement--Disability (Forms needed in addition to above)			
SF 2824A	Applicant's Statement of Disability	Employee prepares and obtains supporting statements. See form for further instructions.	
SF 2824B	Supervisor's Statement		
SF 2824C	Physician's Statement		
SF 2824D	Agency Certification of Reassignment and Accommodation Efforts		
SF 2824E	Disability Retirement Application Checklist		
	Medical Documentation		
Form 1345 or Local Form	Request for Retirement or Posthumous Recognition	Prepare to initiate preparation of retirement certificate.	
SF 2823	Designation of Beneficiary (FEGLI) (formerly SF 154)	Pull from OPF and forward to PDC. with 2817's (formerly SF 176) with retirement paperwork.	
DEATH			
SF 2800	Application for Death Benefits	Claimant prepares.	
SF 1153	Claim of Designated Beneficiary and/or Surviving Spouse for Unpaid Compensation of Deceased Civilian Employee.	Claimant prepares.	
SF 1155	Claim for Unpaid Compensation of Deceased Civilian Employee	Claimant prepares.	
FE-6	Claim for Death Benefits (FEGLI)	Claimant prepares.	

Exhibit 410a (p. 2), Separation Forms

Form	Title	Preparation	Use
W-9	Request for Taxpayer Identification Number	Claimant prepares.	
Form 1345 or Local Form	Request for Retirement or Posthumous Recognition	Prepare to initiate preparation of certificate for surviving spouse or relative.	
CA-3	Report of Termination of Total or Partial Disability	Prepared by employing office.	
CA-5	Claim for Compensation by Widow/Widower/Children	Claimant prepares.	
CA-5B	Claim for Compensation by Parents, Brothers, Sisters, Grandparents, Grandchildren	Claimant prepares.	
CA-6	Official Superior's Report of Death as a result of Injury on Duty	Prepared by employing office.	

Exhibit 410a (p. 3), Separation Forms

Quit Codes--Employee's Reason for Leaving
(Elements 84-85)

Quit Code	Reason
	Working Conditions
401	Too much night work
402	Too much weekend work
403	Too much overtime
404	Too much travel
405	Work schedule too erratic
406	Poor physical environment
407	Job location too far from home
408	Transportation inadequate
	Nature of Work
411	Insufficient challenge
412	Insufficient prestige
413	Skills not sufficiently utilized
414	Not enough recognition for accomplishments
415	Job not in line with career
416	Scheme difficulty
417	Work too hard physically
418	Don't like or not suited to kind of work
	Health or Physical Conditions
441	Personal illness
442	Physical disability (other than retirement)
443	Psychological or nervous disorder
444	Pregnancy
445	Alcoholism or drug addition
	Relationships on the Job
451	Don't get along with fellow workers
452	Don't get along with supervisor
453	Favoritism in assignments
454	Favoritism in promotions
455	Discrimination--race
456	Discrimination--sex
457	Discrimination--other
	Family Responsibilities
461	Getting married
462	Marriage
463	Children require fulltime attention
464	Illness in family
	Geographic Location
421	Moving to different area for personal reasons
422	Resignation--declined relocation
423	Resignation--declined reassignment
424	Resignation--declined regular rotation
	Economic Considerations
431	Pay rate too low
432	Not enough hours of work per week
433	Not enough fringe benefits
434	Not enough promotion opportunity
435	Lack of job security
436	Indebtedness/obtain retirement withholding
	Self Development
471	Further education
472	Broaden work experience
473	Opportunity for more on-the-job training
	Other
481	Resigned--adverse action pending
482	Resigned--charges pending
483	Resigned--in lieu of removal
484	Enter military service
485	Accept better job offer
486	Self-employment
487	Extended travel

Exhibit 410b, Quit Codes/Employee's Reason for Leaving

Unemployment Compensation Codes
(Enter in Element 87, for all separations)

UC Code	Definition
601	Retirement--Mandatory. Due to age. Estimated retirement annuity per month $(Amount)(Inspection Service only.)
602	Retirement--Optional. Employee voluntarily retired to obtain retirement benefits. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month $(Amount)
603	Retirement--Optional. Employee voluntarily retired to seek employment in private industry. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month $(Amount).
604	Retirement--Optional. Employee voluntarily retired in lieu of separation because of declination to relocate with activity.
605	Retirement--Optional. Employee voluntarily retired in lieu of separation when position was abolished. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month $(Amount).
606	Retirement--Optional. Employee voluntarily retired in lieu of reassignment when position was abolished. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month $(Amount).
607	Retirement--Optional. Employee voluntarily retired to pursue self-employment. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month $(Amount).
608	Retirement--Optional. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month $(Amount)(Write in reason employee gave.)
612	Retirement--Disability. Employee did formally initiate action to be considered for a permanent or temporary light duty assignment. Estimated retirement annuity per month $(Amount)(Identify that part of the work the employee was not able to perform.)
613	Retirement--Disability. Employee did not formally request a permanent or temporary light duty assignment. Estimated retirement annuity per month $(Amount). (Identify that part of the work the employee was not able to perform.)
614	Retirement--Discontinued Service in Lieu of Resignation. Employee involuntarily separated from the Postal Service (not for cause). Eligible for immediate retirement annuity because of combination of age and service. Estimated retirement per month $(Amount). (Identify reason(s) for involuntary separation.)
615	Resignation--Voluntary. Employee voluntarily resigned to accept other federal employment; no break in federal service.
616	Resignation--Voluntary. Employee voluntarily resigned; gave no reason for resignation-no other separation information available.

Exhibit 410c (p.1), Unemployment Compensation Codes

UC Code	Definition
617	Resignation--Voluntary. Employee voluntarily resigned to continue education full-time.
618	Resignation--Voluntary. Employee voluntarily resigned for personal reasons, did not identify what personal reasons were. (No other separation information available.)
619	Resignation--Voluntary. Employee voluntarily resigned to accompany spouse to a new duty station.
620	Resignation--Voluntary. Employee resigned to enter active military duty. Upon honorable release from active service and upon compliance with other conditions prescribed for the exercise of reemployment rights, employee will be entitled to reemployment as provided by law and regulation in effect at the time of receipt of applications.
621	Resignation--Voluntary. Employee voluntarily resigned to enter employment in private industry.
622	Resignation--Voluntary. Employee voluntarily resigned to move to a different area for reasons of health. (Identify health reasons.)
623	Resignation--Voluntary. Employee voluntarily resigned based on alleged discrimination because of religion. Equal Employment Opportunity complaint procedures were available to employee.
624	Resignation--Voluntary. Employee voluntarily resigned based on alleged discrimination because of sex. Equal Employment Opportunity complaint procedures were available to employee.
625	Resignation--Voluntary. Employee voluntarily resigned based on alleged discrimination because of age. Equal Employment Opportunity complaint procedures were available to employee.
626	Resignation--Voluntary. Employee voluntarily resigned based on alleged discrimination because of race, color or national origin. Equal Employment Opportunity complaint procedures were available to employee.
627	Resignation--Voluntary. Employee voluntarily resigned because of alleged lack of job security.
628	Resignation--Voluntary. Employee voluntarily resigned because of insufficient promotional opportunity.
629	Resignation--Voluntary. Employee voluntarily resigned because of insufficient pay.
630	Resignation--Voluntary. Employee voluntarily resigned because of insufficient fringe benefits.
631	Resignation--Voluntary. Employee voluntarily resigned because of not enough recognition for accomplishments.
632	Resignation--Voluntary. Employee resigned because job was not in line with career plans.
633	Resignation--Voluntary. Employee resigned because skills were not sufficiently utilized.

Exhibit 410c (p.2), Unemployment Compensation Codes

UC Code	Definition
634	Resignation--Voluntary. Employee voluntarily resigned because of illness in family.
635	Resignation--Voluntary. Employee voluntarily resigned because of marriage plans.
636	Resignation--Voluntary. Employee voluntarily resigned because employee felt work was too hard. Work conditions existed with acceptance of postion.
637	Resignation--Voluntary. Employee voluntarily resigned because employee felt there was too much travel. This condition existed with acceptance of postion.
638	Resignation--Voluntary. Employee voluntarily resigned because employee felt there was too much pressure.
639	Resignation--Voluntary. Employee voluntarily resigned because of dissatisfaction with work hours. This condition existed with acceptance of position.
640	Resignation--Voluntary. Employee voluntarily resigned because job location was too far from residence. (Identify number of miles.)
641	Resignation--Voluntary. Employee voluntarily resigned to be self employed.
642	Resignation--Voluntary. Employee voluntarily resigned to begin farming full time.
643	Resignation--Voluntary. Employee voluntarily resigned because of pregnancy; employer has no policy restricting pregnant employees from working.
644	Resignation--Voluntary. Employee voluntarily resigned because of household responsibilities.
645	Resignation--Voluntary. Employee voluntarily resigned--did not get along with fellow workers.
646	Resignation--Voluntary. Employee voluntarily resigned--did not get along with supervisor.
647	Resignation--Voluntary. Employee voluntarily resigned, gave family reasons for declining to accompany activity when it moved to a new organization or geographical location.
648	Resignation--Voluntary. Employee voluntarily resigned because of failure to accept new assignment to (identify city and state).
649	Resignation--Voluntary. Employee voluntarily resigned while action pending to separate for (identify reason).
650	Resignation--Voluntary. Employee voluntarily resigned while charges were being prepared for (identify reason).
651	Resignation--Voluntary. Employee voluntarily resigned to accept position with U.S. Postal Service.
652	Resignation--Voluntary. Employee voluntarily resigned in order to relocate.

Exhibit 410c (p.3), Unemployment Compensation Codes

UC Code	Definition
653	Resignation--Voluntary. Employee voluntarily resigned because (identify reason(s) the USPS believes to be the reason(s) the employee resigned.)
661	Separation--Employee transferred to another federal agency; no break in federal service.
662	Separation--Military. Employee voluntarily separated to enter active military duty. Upon honorable release from active military duty and upon compliance with other conditions prescribed for the exercise of re-employment rights, employee will be entitled to reemployment as provided by law and regulations in effect at the time of receipt of application.
663	Separation--Employee was separated after declining to relocate with job activity (give reason).
664	Separation--Employee was separated after failing to accept a new work assignment. (Identify reason(s) why the employee did not accept a new assignment to (city and state.)
668	Separation--Disability. Employee did not formally request a permanent or temporary light duty assignment. (Identify that part of the work the employee was not able to perform.)
669	Separation--Disability. Employee did not formally initiate action to be considered for a permanent or temporary light duty assignment. (Identify that part of the work the employee was not able to perform.)
670	Separation--Employee was separated during probationary period for pre-appointment condition. (Identify pre-appointment condition.)
671	Separation--Disqualification. Employee was separated during the probationary period for disqualification conditions. Identify disqualifying conditions.)
672	Separation--Employee was separated after probationary period for pre-appointment conditions. (Identify pre-appointment conditions.)
673	Separation--Abandonment of Position. Employee was separated for abandoning position during working hours. (Identify the conditions under which the abandonment occurred.)
674	Separation--Inefficiency. Employee was separated for unsatisfactory performance of duties. (Identify specific details of unsatisfactory performance.)
675	Separation--Insubordination. Employee was separated for refusing to perform assigned duties.
676	Separation--Excessive Absence Without Cause. Employee was separated for absence without leave without reason or justification. (Identify specific dates of absence and number of hours lost.)
677	Separation--Employee was separated for threatening or endangering the physical well-being of a fellow employee.

Exhibit 410c (p.4), Unemployment Compensation Codes

UC Code	Definition
678	Separation--Employee was separated because of being chargéd with commission of a felony. (Identify felony.)
679	Separation--Death.
680	Separation--Employee was separated for (identify reason(s)).
681	Termination--Expiration of Appointment. (Give a brief statement of the reason(s) for termination. If applicable, show: No other job offered, or refused extension of appointment, and any reason(s) for refusal. If employee gave no reason, so state.) Note: Code 681 applies to voluntary and involuntary separations.
682	Resignation-Employee Resigned for (identify reason(s)).

Exhibit 410c (p. 5), Unemployment Compensation Codes

Appendix A
Special Pay

Appendix A
Special Pay

Rate Retention

Rate retention is the continuation of an employee's basic salary after a nondisciplinary involuntary assignment to a lower level position. An employee's documented salary is the salary the employee would have received had the change to lower level been voluntary.

Rate retention can be established for a 2-year period (104 weeks) or indefinitely. There are three types of rate retention, each of which is described in this Appendix: protected rate, saved rate and saved grade.

Protected Rate

Protected rate is a form of rate retention used in conjunction with a nondisciplinary involuntary change to lower level for

1. Bargaining-unit employees,
2. Rate schedule code F employees, and
3. EAS employees involuntarily assigned to a part-time position with fewer established hours.

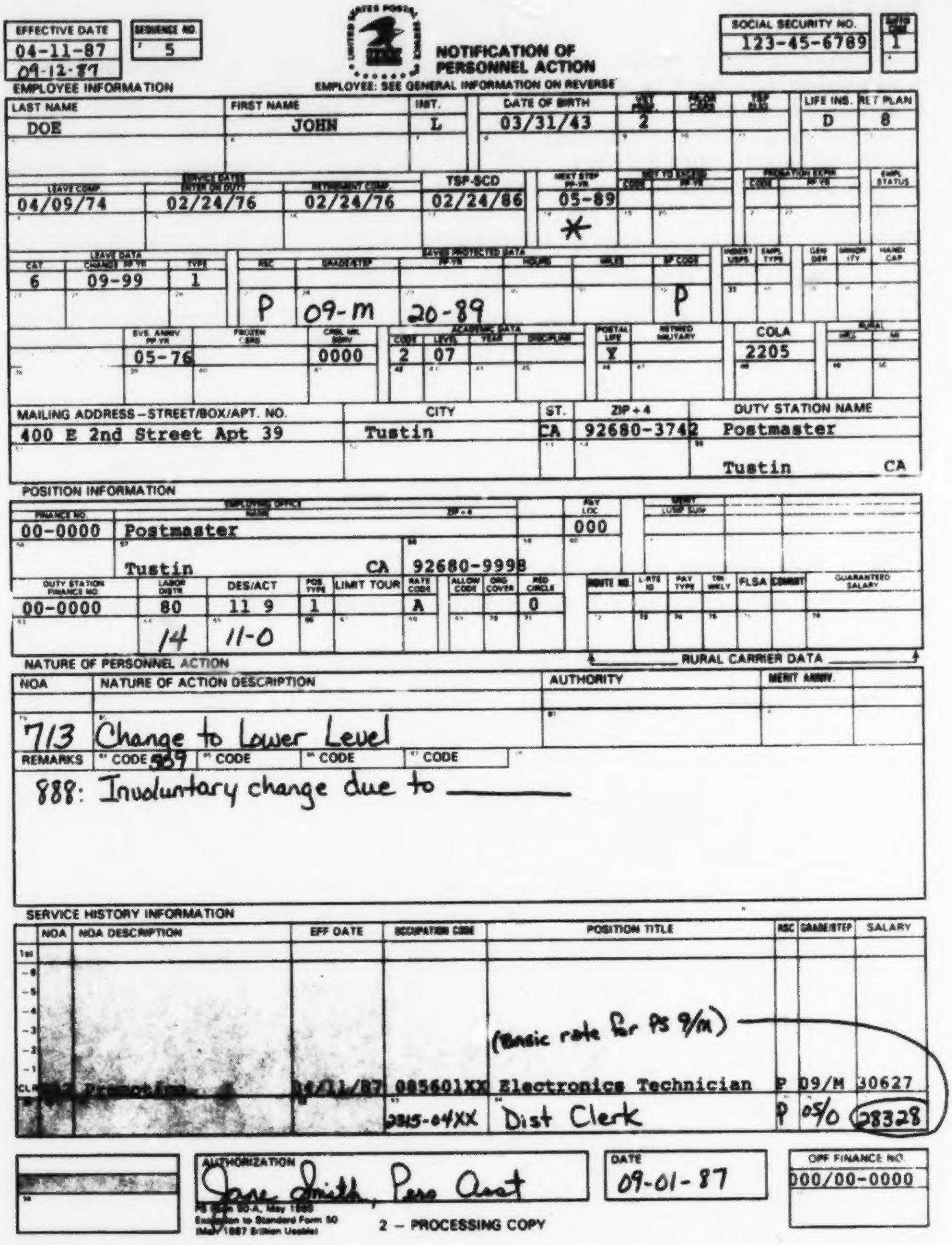
Protected rate is established for 2 years (104 weeks). To establish a protected rate, code Form 50 according to instructions in 333 and code elements 18, 27, 28, 29, 32, 88 & 97 on Form 50 as follows (see sample worksheet on page 3):

Element	
18	If change to lower level results in an assigned salary below the top step, enter the next step due date. (Employees will still be eligible for and receive step increases to their documented salary as long as service is satisfactory; however, employees will continue to be paid at the protected rate until it is terminated.)
27	Rate Schedule Code of former position.
28	Level and step of salary being protected.
29	Enter the pay period and year in which the protection expires (2 years from the effective date of the protection, e.g., if protection was established PP 01/88, the entry in element 29 should be 01/90).
32	Enter "P" (for Protected) to indicate 2-year protection.
88	State conditions which necessitate the involuntary assignment.
97	Enter employee's basic salary (without COLA) at which protected.

A through E Postmasters

Process Form 50 to allow A through E postmasters a protected rate for 104 weeks upon reduction in window hours (e.g., service hour change from E to D). If window hours are further reduced within the 104-week period, the original protected rate remains in effect for the balance of the 104 weeks (see ELM 415.112).

Example:	You should:
The window hours of a post office are reduced, (change from E to D).	Process a Form 50, *Reassignment Action*, showing protection for 104 weeks at current basic salary for "E" service hours.
50 weeks later, the window hours are again reduced, (change from D to C).	Process Form 50, *Reassignment Action*, but do not change the protection data because the employee should retain the protected rate at "E" for the remaining 54 weeks. Process another Form 50 (NOA 894) at the end of the 54 weeks to change the salary protection data and protect employee's salary at D for the remaining 50 weeks.



EFFECTIVE DATE	SEQUENCE NO.
04-11-87 09-12-87	5

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO. 123-45-6789 | 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.			LIFE INS.	RET PLAN
DOE	JOHN	L	03/31/43	2			D	8

LEAVE COMP	SERVICE DATES ENTER ON DUTY	RETIREMENT COMP.	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	PP-YR	PROBATION EXPIR CODE	PP-YR	EMPL. STATUS
04/09/74	02/24/76	02/24/76	02/24/86	05-89 *					

LEAVE DATA CAT	CHANGE PP-YR	TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	USPS	EMPL. TYPE	GENDER	MINORITY	HANDICAP
6	09-99	1	P	09-m	20-89			P					

SVS. ANNIV PP-YR	FROZEN CSRS	CRBL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	MI
05-76		0000	2	07			Y		2205		

MAILING ADDRESS–STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
400 E 2nd Street Apt 39	Tustin	CA	92680-3742	Postmaster Tustin CA

POSITION INFORMATION

FINANCE NO.	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC	MERIT LUMP SUM
00-0000	Postmaster Tustin CA	92680-9998	000	

DUTY STATION FINANCE NO.	LABOR DISTR	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	80 14	11 9 11-0	1		A			0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
713	Change to Lower Level		

REMARKS CODE 509 CODE CODE CODE

888: Involuntary change due to ______

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2					(Basic rate for PS 9/m)			
-1								
CLR		Promotion	04/11/87	085601XX	Electronics Technician	P	09/M	30627
				2315-04XX	Dist Clerk	P	05/0	28328

AUTHORIZATION Jane Smith, Pers Asst

DATE 09-01-87

OFF FINANCE NO. 000/00-0000

PS Form 50-A, May 1986
Exception to Standard Form 50
(May 1987 Edition Usable)

2 – PROCESSING COPY

Appendix A, Special Pay
Protected Rate

Saved Rate

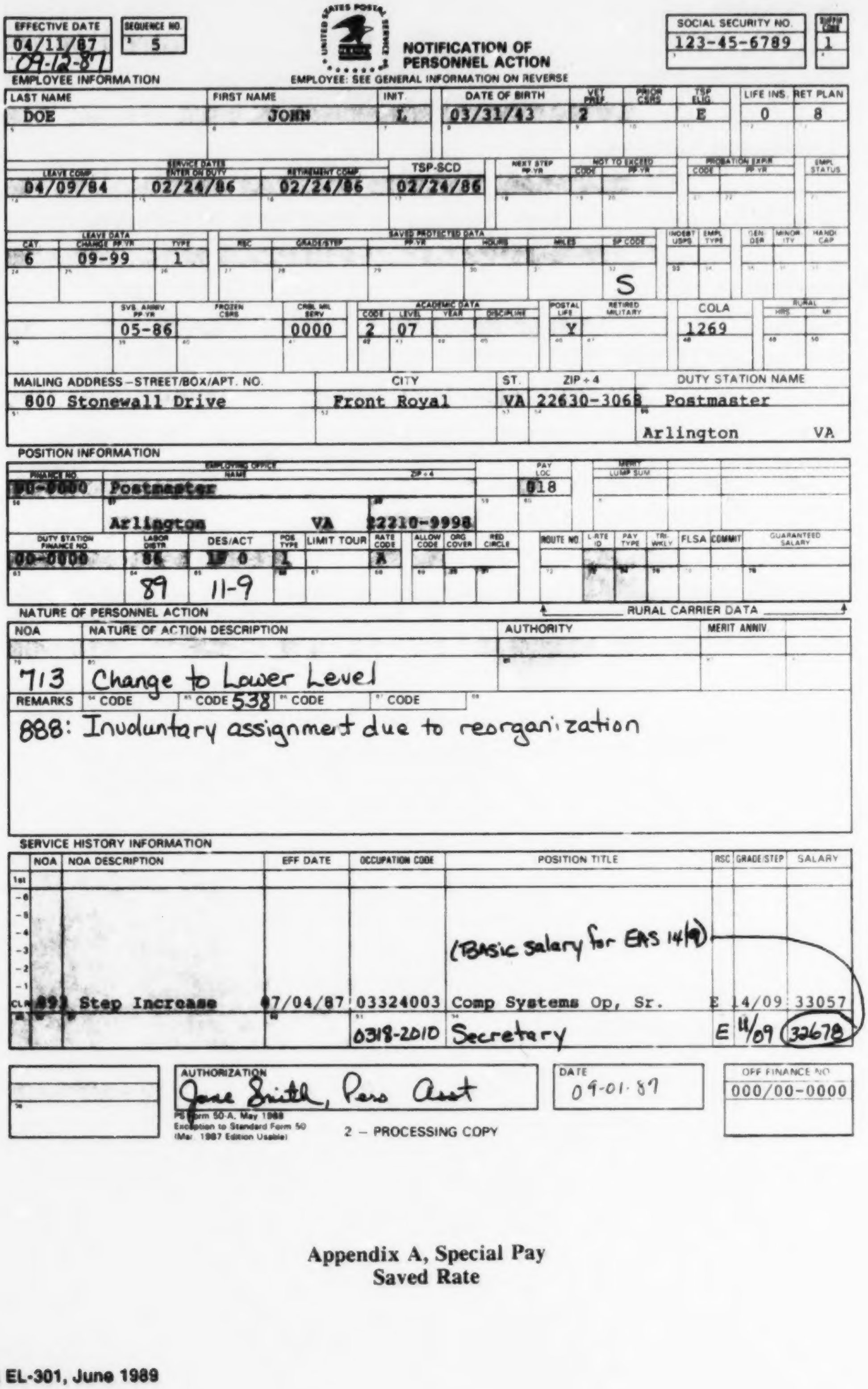
Saved rate is an indefinite form of rate retention used in conjunction with a nondisciplinary involuntary change to lower level (NOA 713) for

1. nonbargaining and
2. bargaining employees (Note: except as applies to current or former employees with an on-the-job injury/disability, saved rate may apply to bargaining-unit employees only when authorized by Headquarters Labor Relations).

Individuals resuming work after on-the-job injury/disability may be eligible for indefinite saved rate in accordance with ELM 546.142(3)b and d.

To establish an indefinite saved rate, code Form 50 according to instructions in 333 and code elements 18, 27, 28, 32, 88, 96 and 97 on Form 50 as follows (see sample worksheet on page 5):

Element	
18	If change to lower level results in an assigned salary below the top step, enter the next step due date. (Employees will still be eligible for and receive step increases to their assigned salary as long as service is satisfactory; however, employees will continue to be paid at the saved rate until it is terminated.)
32	Code S should be entered to indicate indefinite protection.
88	State conditions which necessitate the involuntary assignment.
96	Enter level/step for the occupation code and title of the position entered in elements 93 and 94.
97	Enter basic salary, i.e., the rate at which salary is saved.



NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EFFECTIVE DATE: 04/11/87 09-12-87
SEQUENCE NO.: 5
SOCIAL SECURITY NO.: 123-45-6789
1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	L	03/31/43	2		E	0	8

LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
04/09/84	02/24/86	02/24/86	02/24/86						

LEAVE DATA CAT	CHANGE PP-YR	TYPE	SAVED PROTECTED DATA RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GEN-DER	MINOR-ITY	HANDI-CAP
6	09-99	1						S					

SVS. ANNIV PP-YR	FROZEN CSRS	CRDL MIL SERV	ACADEMIC DATA CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL HRS	MI
05-86		0000	2	07			Y		1269		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
800 Stonewall Drive	Front Royal	VA	22630-3068	Postmaster Arlington VA

POSITION INFORMATION

FINANCE NO.	EMPLOYING OFFICE NAME	ZIP + 4	PAY LOC	MERIT LUMP SUM
[illegible]	Postmaster Arlington VA	22210-9998	018	

DUTY STATION FINANCE NO.	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO	L-RTE ID	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	86 89	[illegible] 11-9	1		A										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV
713	Change to Lower Level		

REMARKS CODE | CODE 538 | CODE | CODE

888: Invdluntary assignment due to reorganization

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3					(Basic salary for EAS 14/9)			
-2								
-1								
CUR	893	Step Increase	07/04/87	03324003	Comp Systems Op, Sr.	E	14/09	33057
				0318-2010	Secretary	E	11/09	32678

AUTHORIZATION: Jane Smith, Pers Asst
DATE: 09-01-87
OFF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

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Appendix A, Special Pay
Saved Rate

Saved Grade

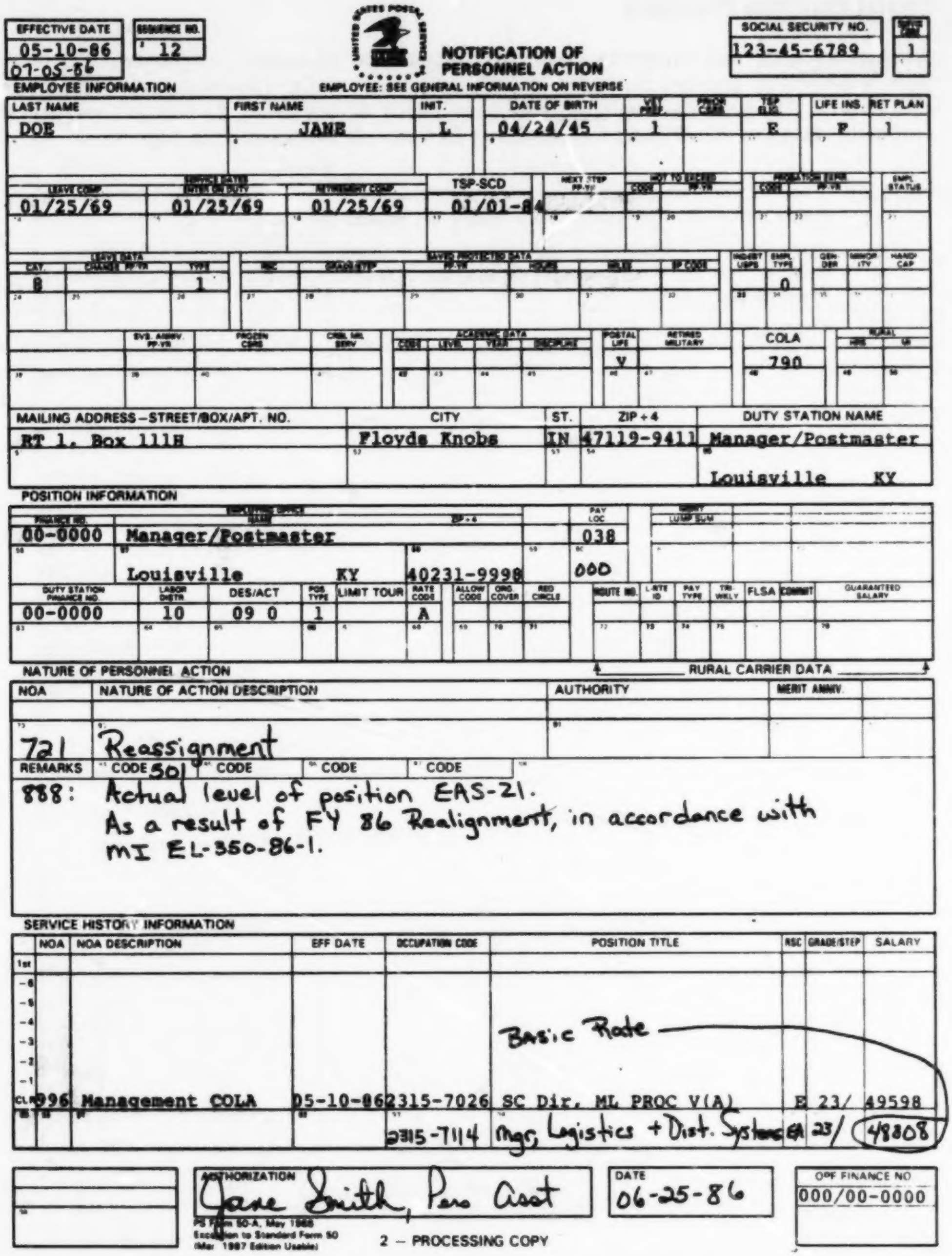
Saved grade is an exception to the normal rate retention policies. It can be authorized only by Headquarters. It is a form of indefinite rate retention used in conjunction with a nondisciplinary involuntary change to a lower level position for

1. nonbargaining and
2. bargaining employees

Saved Grade allows the current grade to be retained when authorized by Headquarters. Since there is no change in grade, the nature of action would be a reassignment, not a change to lower level. To establish an indefinite saved grade, code Form 50 according to instructions in 335 and code elements 88, 93, 95, 96 and 97 as follows (see sample worksheet on page 7):

Element	
88	Authorized by . (Indicate Headquarters' authorization for saved grade and the effective date of the authorization.)
93	Occupation code of the lower level position.
95	Enter rate schedule code of the position plus an "A", e.g., EA. The "A" permits you to continue the employee's current grade and salary.
96	Level & step of prior position.
97	Employee's basic salary at the saved grade.

Note: The employee's FLSA status is generated by the occupation code, not the level of the position. It is therefore possible to have a formerly exempt employee in a nonexempt position with eligibility for FLSA overtime compensation.



EFFECTIVE DATE: 05-10-86
07-05-86
SEQUENCE NO.: 12

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.: 123-45-6789
1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JANE	L	04/24/45	1		E	P	1

LEAVE COMP.	ENTER ON DUTY	RETIREMENT COMP.	TSP-SCD
01/25/69	01/25/69	01/25/69	01/01-84

CAT.	TYPE	EMPL. TYPE	POSTAL LIFE	COLA
8	1	0	Y	790

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
RT 1. Box 111H	Floyds Knobs	IN	47119-9411	Manager/Postmaster Louisville KY

POSITION INFORMATION

FINANCE NO.	NAME	ZIP + 4	PAY LOC
00-0000	Manager/Postmaster Louisville KY	40231-9998	038 000

DUTY STATION FINANCE NO.	LABOR DISTR.	DES/ACT	POS. TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG. COVER	RED CIRCLE	ROUTE NO.	L-RTE ID	PAY TYPE	TRI-WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	10	09 0	1		A										

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
721	Reassignment		

REMARKS CODE 501 CODE CODE CODE

888: Actual level of position EAS-21.
As a result of FY 86 Realignment, in accordance with
MI EL-350-86-1.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3					Basic Rate			
-2								
-1								
CLR	996	Management COLA	05-10-86	2315-7026	SC Dir. ML PROC V(A)	E	23/	49598
				2315-7114	Mgr, Logistics + Dist. Systems	EA	23/	48808

AUTHORIZATION: Jane Smith, Pers Asst
DATE: 06-25-86
OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

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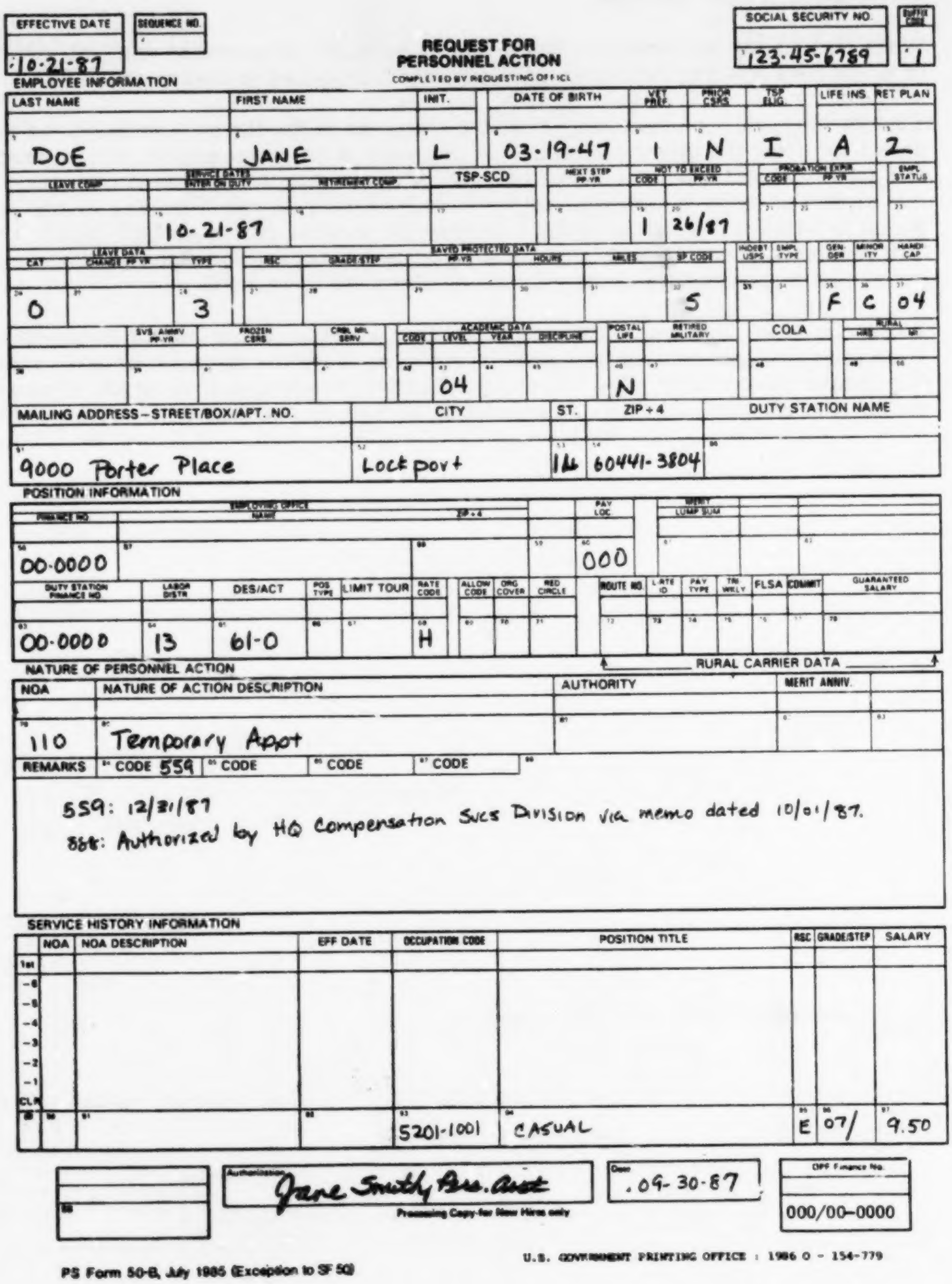
Appendix A, Special Pay
Saved Grade

Special Exception Processing

Another type of rate exception deals with casual and temporary employees. On occasion, approval is granted for these employees to exceed the standard casual/temporary rate of pay. To establish the exception, code Form 50 according to instructions in 230 and code elements 32, 88, and 97 as follows (see sample worksheet on page 9).

Element	
32	Enter code "S". This permits the salary to exceed the norm.
88	Authorized by (approval by the Headquarters Compensation Services Division is required for hourly rates which exceed the approval authority of the Field Division General Manager.)
97	Enter approved hourly salary.



EFFECTIVE DATE: 10-21-87
SEQUENCE NO.:

REQUEST FOR PERSONNEL ACTION
COMPLETED BY REQUESTING OFFICE

SOCIAL SECURITY NO.: 123-45-6789
SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME: DOE
FIRST NAME: JANE
INIT.: L
DATE OF BIRTH: 03-19-47
VET PREF.: 1
PRIOR CSRS: N
TSP ELIG.: I
LIFE INS: A
RET PLAN: 2

SERVICE DATES — LEAVE COMP:
SERVICE DATES — ENTER ON DUTY: 10-21-87
SERVICE DATES — RETIREMENT COMP:
TSP-SCD:
NEXT STEP PP-YR:
NOT TO EXCEED — CODE: 1
NOT TO EXCEED — PP-YR: 26/87
PROBATION EXPIR — CODE:
PROBATION EXPIR — PP-YR:
EMPL STATUS:

LEAVE DATA — CAT: 0
LEAVE DATA — CHANGE PP-YR:
LEAVE DATA — TYPE: 3
SAVED PROTECTED DATA — RSC:
SAVED PROTECTED DATA — GRADE-STEP:
SAVED PROTECTED DATA — PP-YR:
SAVED PROTECTED DATA — HOURS:
SAVED PROTECTED DATA — MILES:
SAVED PROTECTED DATA — SP CODE: 5
INDEBT USPS:
EMPL TYPE:
GENDER: F
MINORITY: C
HANDICAP: 04

SVS. ANNIV PP-YR:
FROZEN CSRS:
CRDL MIL SERV:
ACADEMIC DATA — CODE:
ACADEMIC DATA — LEVEL: 04
ACADEMIC DATA — YEAR:
ACADEMIC DATA — DISCIPLINE:
POSTAL LIFE: N
RETIRED MILITARY:
COLA:
RURAL — HRS:
RURAL — MI:

MAILING ADDRESS—STREET/BOX/APT. NO.: 9000 Porter Place
CITY: Lockport
ST.: IL
ZIP + 4: 60441-3804
DUTY STATION NAME:

POSITION INFORMATION

FINANCE NO: 00-0000
EMPLOYING OFFICE — NAME:
EMPLOYING OFFICE — ZIP + 4:
PAY LOC: 000
MERIT LUMP SUM:

DUTY STATION FINANCE NO: 00-0000
LABOR DISTR: 13
DES/ACT: 61-0
POS TYPE:
LIMIT TOUR:
RATE CODE: H
ALLOW CODE:
ORG COVER:
RED CIRCLE:
ROUTE NO.:
L-RTE ID:
PAY TYPE:
TRI WKLY:
FLSA:
COMMIT:
GUARANTEED SALARY:
RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA: 110
NATURE OF ACTION DESCRIPTION: Temporary Appt
AUTHORITY:
MERIT ANNIV.:

REMARKS — CODE 559 — CODE — CODE — CODE

559: 12/31/87
888: Authorized by HQ Compensation Svcs Division via memo dated 10/01/87.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5								
-4								
-3								
-2								
-1								
CLR								
				5201-1001	CASUAL	E	07/	9.50

Authorization: Jane Smith Pers. Asst
Processing Copy for New Hires only
Date: 09-30-87
OPF Finance No.: 000/00-0000

PS Form 50-B, July 1985 (Exception to SF 50)
U.S. GOVERNMENT PRINTING OFFICE : 1986 O - 154-779

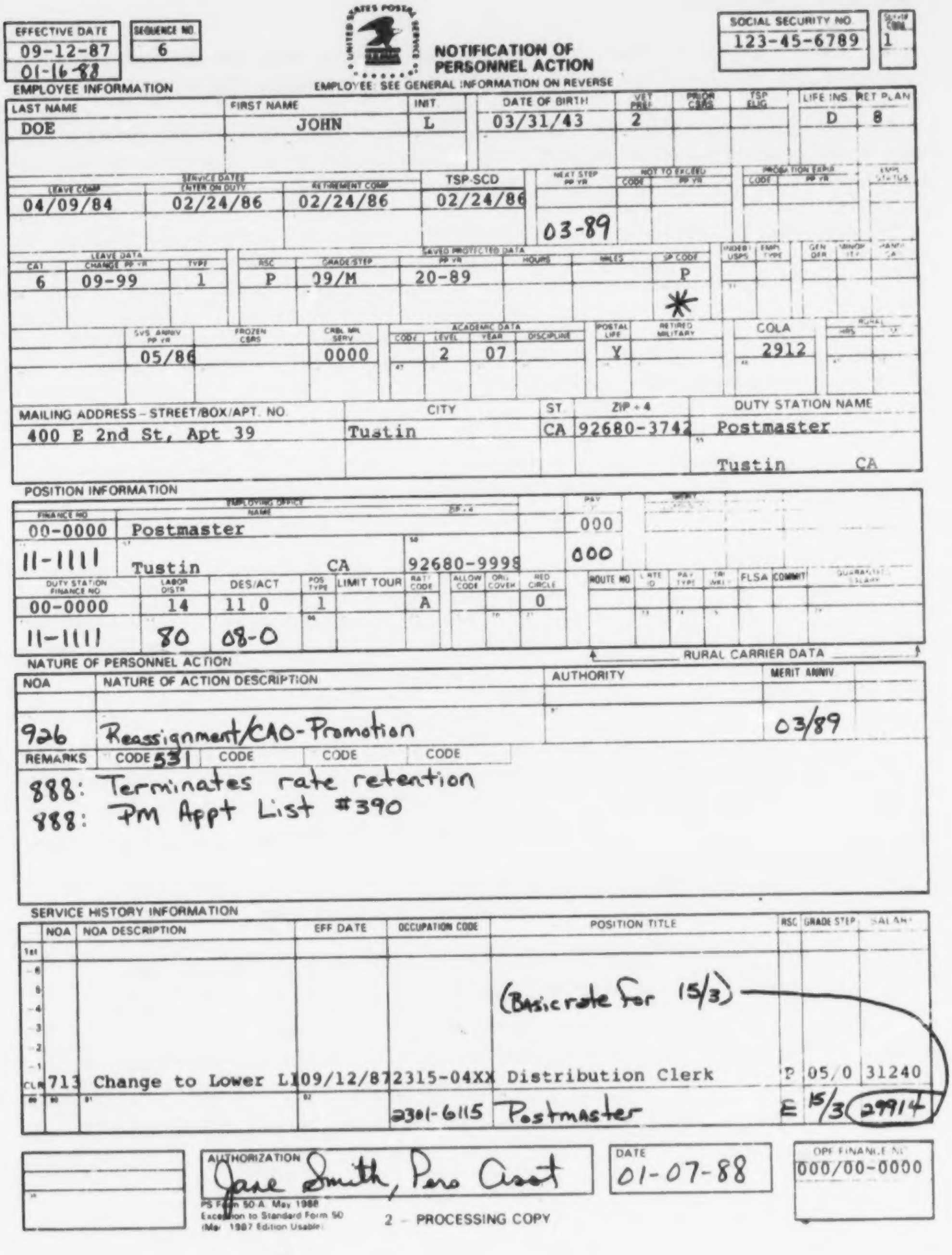
Appendix A, Special Pay
Special Exceptions

Termination of Rate Retention

When terminating rate retention (saved rate, saved grade, or protected rate), use nature of action code 894, Pay Adjustment. Code Form 50 according to instructions in 344.

The effective date for terminating protected rate prior to the 104-week period is the pay period following the determination that an employee is no longer entitled to a protected rate (see ELM 421.514 for a list of reasons for terminating the protected rate prior to the expiration date). If protected rate is not terminated on the beginning of the pay period in which it expires, the system will generate an error on the AAD631 report. The "631 report" also notifies you in advance of protected rates which will expire next pay period (see Appendix C for more information about the 631 report).

When rate retention is ended due to (1) the assigned salary exceeding the protected or saved salary, (2) a promotion to a grade equal to or above the protected or saved grade (see sample worksheet on page 11), or (3) voluntary change to a lower grade, eliminate the rate retention data on Form 50 by entering an asterisk in element 32.



NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

EFFECTIVE DATE: 09-12-87
01-16-88

SEQUENCE NO.: 6

SOCIAL SECURITY NO.: 123-45-6789

SUFFIX CODE: 1

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF	PRIOR CSRS	TSP ELIG	LIFE INS.	RET PLAN
DOE	JOHN	L	03/31/43	2			D	8

LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP YR
04/09/84	02/24/86	02/24/86	02/24/86	03-89

CAT	LEAVE DATA CHANGE PP YR	TYPE	RSC	GRADE/STEP	SAVED PROTECTED DATA PP YR	SP CODE
6	09-99	1	P	09/M	20-89	P *

SVS ANNIV PP YR	CRBL MIL SERV	ACADEMIC DATA LEVEL	YEAR	POSTAL LIFE	COLA
05/86	0000	2	07	Y	2912

MAILING ADDRESS – STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
400 E 2nd St, Apt 39	Tustin	CA	92680-3742	Postmaster Tustin CA

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4	PAY
00-0000	Postmaster		000
11-1111	Tustin CA	92680-9999	000

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE
00-0000	14	11 0	1		A			0
11-1111	80	08-0						

ROUTE NO | LATE ID | PAY TYPE | TRI WKLY | FLSA | COMMIT | GUARANTEED SALARY — RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV
926	Reassignment/CAO-Promotion		03/89

REMARKS CODE 531 CODE CODE CODE

888: Terminates rate retention
888: PM Appt List #390

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE STEP	SALARY
1st								
-6								
-5					(Basicrate for 15/3)			
-4								
-3								
-2								
-1								
CLR	713	Change to Lower L	09/12/87	2315-04XX	Distribution Clerk	P	05/0	31240
				2301-6115	Postmaster	E	15/3	29914

AUTHORIZATION: Jane Smith, Pers Asst

DATE: 01-07-88

OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

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Appendix A, Special Pay
Termination of Rate Retention

Additional Information

- See ELM 411.4 and 415.3 for information on rate retention for nonbargaining employees. See 421.5 and 422.271 for information on bargaining employees.

- Bargaining and nonbargaining employees with rate retention will continue to receive step/merit increases to their assigned salary and will continue to receive the retained salary until it is terminated.

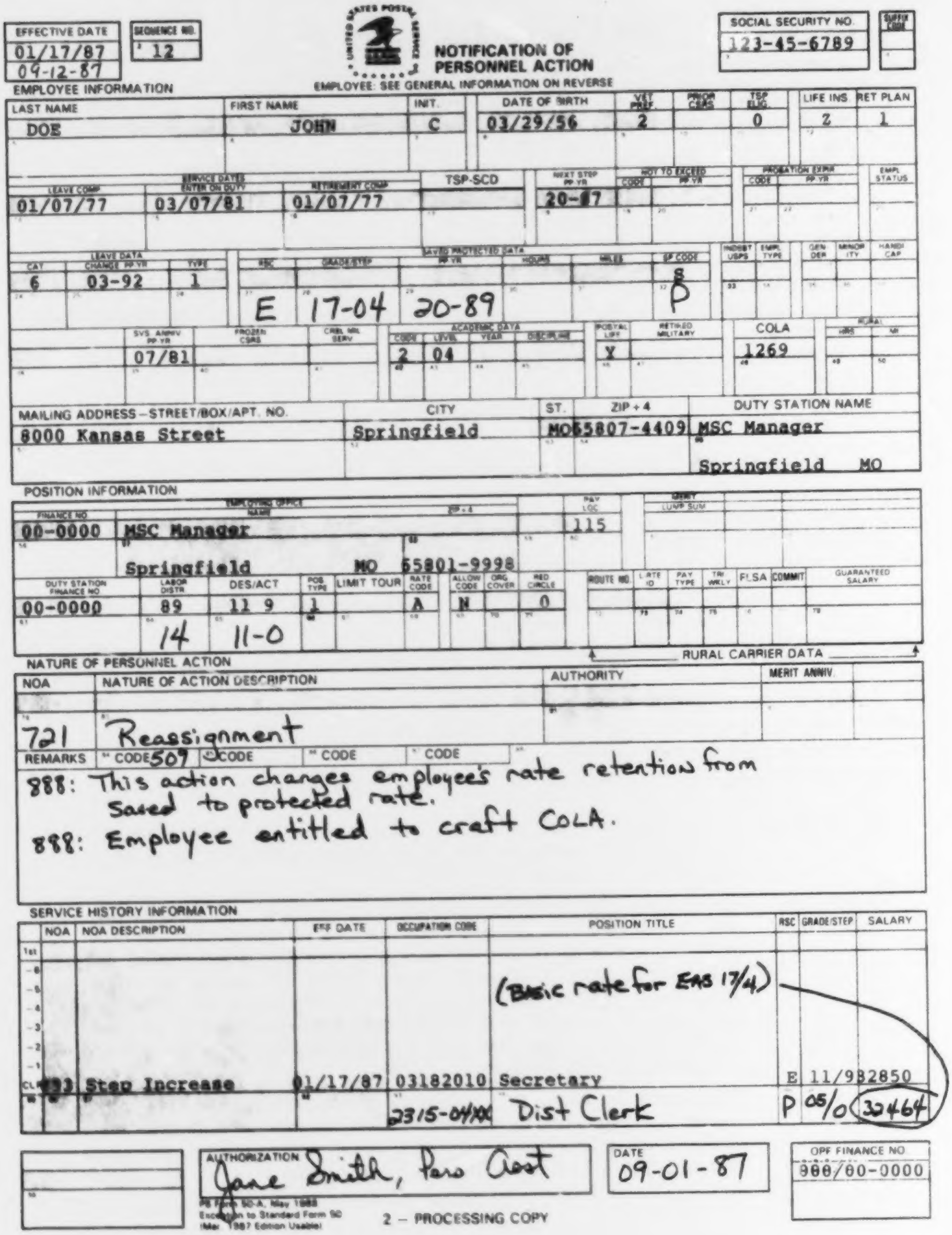
- When a voluntary move is made by a person already covered by some form of rate retention, the move is treated as a reassignment when it is to a position of a level equal to the assigned grade but lower than the grade serving as a basis for rate retention. Example: An EAS-11 employee has EAS-17 saved rate. If employee voluntarily accepts a PS-5 position, the nature of action should be considered a reassignment (NOA 721) because EAS-11 and PS-5 are equivalent grades (see sample worksheet on page 13). However, if same employee voluntarily accepts a PS-4 position, the nature of action is a change to lower level (NOA 713) and employee loses the rate retention.

- A saved rate is converted to a protected rate when an EAS employee voluntarily moves to a bargaining-unit position at the same or higher equivalent level. The 104 weeks at the protected rate begins upon the change to the bargaining-unit position.

- A protected rate that resulted from a previous job is not affected by a reassignment to a nonbargaining position unless the rate retention is terminated. Example: A PS-6 employee was given a management-directed change to lower level at PS-5 with protected rate for 104 weeks. 50 weeks later, employee accepts reassignment to EAS-11 position. PS-5 and EAS-11 are equivalent, so the employee keeps the protected salary for the remaining 54 weeks.

- To change an employee from Saved to Protected or from Protected to Saved, process a change to lower level, reassignment, or correction, as appropriate. The nature of action depends on the situation:

Use NOA	Code	IF
Correction	002	Employee has been given the wrong type of rate retention. The effective date should be the same as the action which established the incorrect rate retention.
Change to Lower Level	713	Employee with a saved rate in an EAS position voluntarily accepts a change to a lower equivalent-level position in another salary schedule. Example: An EAS-11 employee has EAS-14 saved rate. Employee is changed to a PS-4 position (protection is terminated).
Reassignment	721	Employee with a saved rate in an EAS position is voluntarily changed to a position with an equivalent or higher grade than the assigned grade but still lower than the grade serving as the basis for saved rate. Example: An EAS-11 employee has EAS-14 saved rate. Employee is changed to a PS-7 position with protected rate.



EFFECTIVE DATE: 01/17/87
09-12-87 | SEQUENCE NO.: 12

NOTIFICATION OF PERSONNEL ACTION

EMPLOYEE: SEE GENERAL INFORMATION ON REVERSE

SOCIAL SECURITY NO.: 123-45-6789 | SUFFIX CODE:

EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	INIT.	DATE OF BIRTH	VET PREF.	PRIOR CSRS	TSP ELIG.	LIFE INS.	RET PLAN
DOE	JOHN	C	03/29/56	2		0	2	1

SERVICE DATES: LEAVE COMP	ENTER ON DUTY	RETIREMENT COMP	TSP-SCD	NEXT STEP PP-YR	NOT TO EXCEED CODE	NOT TO EXCEED PP-YR	PROBATION EXPIR CODE	PROBATION EXPIR PP-YR	EMPL STATUS
01/07/77	03/07/81	01/07/77		20-87					

LEAVE DATA: CAT	CHANGE PP-YR	TYPE	SAVED/PROTECTED DATA: RSC	GRADE/STEP	PP-YR	HOURS	MILES	SP CODE	INDEBT USPS	EMPL TYPE	GENDER	MINORITY	HANDICAP
6	03-92	1	E	17-04	20-89			S P					

	SVS ANNIV PP-YR	FROZEN CSRS	CRED MIL SERV	ACADEMIC DATA: CODE	LEVEL	YEAR	DISCIPLINE	POSTAL LIFE	RETIRED MILITARY	COLA	RURAL: HRS	MI
	07/81			2	04			Y		1269		

MAILING ADDRESS—STREET/BOX/APT. NO.	CITY	ST.	ZIP + 4	DUTY STATION NAME
8000 Kansas Street	Springfield	MO	65807-4409	MSC Manager Springfield MO

POSITION INFORMATION

FINANCE NO	EMPLOYING OFFICE NAME	ZIP + 4		PAY LOC	MERIT LUMP SUM
00-0000	MSC Manager Springfield MO	65801-9998		115	

DUTY STATION FINANCE NO	LABOR DISTR	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW CODE	ORG COVER	RED CIRCLE	ROUTE NO.	RATE ID	PAY TYPE	TRI WKLY	FLSA	COMMIT	GUARANTEED SALARY
00-0000	89 14	11 9 11-0	1		A	N		0							

RURAL CARRIER DATA

NATURE OF PERSONNEL ACTION

NOA	NATURE OF ACTION DESCRIPTION	AUTHORITY	MERIT ANNIV.
721	Reassignment		

REMARKS CODE 509 CODE CODE CODE

888: This action changes employee's rate retention from saved to protected rate.

888: Employee entitled to craft COLA.

SERVICE HISTORY INFORMATION

	NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	POSITION TITLE	RSC	GRADE/STEP	SALARY
1st								
-6								
-5					(Basic rate for EAS 17/4)			
-4								
-3								
-2								
-1								
CL	893	Step Increase	01/17/87	03182010	Secretary	E	11/9	32850
				2315-04XX	Dist Clerk	P	05/0	32464

AUTHORIZATION: Jane Smith, Pers Asst

DATE: 09-01-87

OPF FINANCE NO: 000/00-0000

PS Form 50-A, May 1988
Exception to Standard Form 50
(Mar. 1987 Edition Usable)

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Appendix A, Special Pay
Changing Saved Rate to Protected Rate

Rate Schedule Codes, Special Salary Codes, and Saved/Protected Codes

Rate Schedule Codes (Element 95)

Code	Employees Covered
A	Mail Transportation Equipment Centers & Area Supply Centers schedule
B	Rural Auxiliary, Relief, Associate Employees schedule (designations 75, 77 and 78)
C	Mail Equipment Shops, Washington, DC and Materiel Distribution Centers schedule
E	EAS (Executive & Administrative Schedule)
F	EAS Postmaster schedule, grades A thru E
G	Postal Nurses schedule
J	Structured Management Development schedule
K	Headquarters Operating Services Division/Rockville Support Services Branch schedule
L	Postmaster Reliefs/Leave Replacement schedule
M	Mail Handlers schedule
N	Postal Data Centers (PDC) employees schedule
P	Postal Service (PS) schedule
R	Rural Carrier schedule
S	Postal Career Executive Service (PCES) schedule
T	Tool & Die Shop schedule
U	Attorney Pay schedule
Y	Postal Police Officers schedule

Special Salary Codes (Element 95)

Special salary codes allow exceptions to a salary schedule, change of a rate schedule code (RSC), exception to the assigned level of a position, and permit extension of PCES (I or II) benefits to an employee normally not entitled. Special salary codes are used on accession and change actions, and should appear on Form 50 as a suffix to the rate schedule code (e.g., the entry in element 95 would be "EA" for an EAS employee with saved grade). See Appendix A for more information on special salary.

A	Saved Grade	This code allows an exception to the assigned level and salary of a position. The exception permits a higher level and salary to be assigned to a position.
G	Guaranteed Salary	This code indicates a pay exception for regular rural carriers covered under section 7(b)(2) of the Fair Labor Standards Act. Coverage is set forth at the beginning of the guarantee period and continues for 52 consecutive weeks. When the results of a route adjustment reduce the route's compensation below the guarantee set forth at the beginning of the guarantee period, the assigned carrier will be compensated at the guaranteed annual wage until the end of the guarantee period.
L	Below Minimum	This code is used for nonbargaining employees only. The code allows the salary to be set below the minimum for the grade. The code is used only for (1) a newly hired nonbargaining employee (refer to ELM 412.1(b)) or (2) a PCES employee.
R	Reemployed Annuitant	This code is used for an employee whose annuity under the Civil Service Retirement System is continued after reemployment and salary has been reduced by the amount of annuity from OPM (see ELM 323.33). (Note: An employee is considered a reemployed annuitant if the employee is 1) reemployed to work part- time and 2) continues to receive payments from the Office of Workers Compensation Programs (OWCP) and

		3) applied for and was approved for disability retirement but chose to waive the disability annuity. Such an employee is placed in Retirement code 4, but salary is not offset (the offset does not apply because annuity is from the OWCP, not the Office of Personnel Management).
Z	Special Protection	Used only at Headquarters' direction to indicate protection of a rural carrier's salary for 104 weeks at whichever is lesser of (1) the 40 evaluated hour basic rate or (2) the new basic salary plus 25 percent (of new basic salary)

The following codes are used to extend Postal Career Executive Schedule (PCES) benefits or exceptions to the PCES salary schedule. The use of the codes should be initiated by the Regional PCES Coordinator, or in the case of "C" by the Postal Rate Commission.

C	PCES I benefits extended to RSC E (used only by Postal Rate Commission)
P	PCES II insurance benefits extended to PCES I.
V	PCES employee assigned to EAS position and maintain PCES status
Y	Combination of Codes P & V.

Saved/Protected Codes
(Element 32)

P	This code is used to establish and to reflect protected rate status which allows exception to the maximum salary range for 104 weeks.
S	This code is used to establish and to reflect saved rate status which allows exception to the maximum salary range for an indefinite period of time.

Appendix B
Processing Rural Carrier Actions

Appendix B
Processing Rural Carrier Personnel Actions

I. Definitions

Regular Rural Carrier--(designation 71) Career annual rate employees assigned to an established mileage rural route on the basis of 6 days, or to an established heavy duty route for 5, 5-1/2, or 6 days in a service week.

Substitute Rural Carrier--(designation 73) Noncareer rural carriers, with an indefinite appointment, assigned to serve as a substitute on one to three established rural routes in the absence of a regular rural carrier. SRCs basically have the same duties as RCRs and RCAs (see below), but certain rights and benefits were given to them upon their original appointment before the 1981 National Agreement established RCRs. At that time, the rights and benefits under which SRCs were originally hired were to remain intact, so SRCs are said to be "grandfathered" under the 1981 agreement. Currently, new relief employees are hired as RCA. Only relief employees hired prior to the 1981 Agreement will have the title of SRC, designation 73. SRCs may also be temporarily assigned (a) to a regular vacant rural route pending the selection of a regular rural carrier (after 90 days of service they are converted to designation 72 and earn leave--see IV Conversions), (b) to an auxiliary route as an auxiliary rural carrier or (c) as an auxiliary assistant.

Auxiliary Rural Carrier--(designation 77) Persons selected to serve an auxiliary rural route (one that has not been evaluated and designated as a regular rural route).

Rural Carrier Relief (designation 75) and Rural Carrier Associates (designation 78) Noncareer rural carriers hired without time limitation to provide service on established rural routes in the absence of regular rural carriers or to provide service on auxiliary rural routes. For an RCR, this service may be as a leave replacement and/or covering a vacant regular route pending the selection of a regular rural carrier. RCAs may also be temporarily assigned a) to a vacant regular rural route pending the selection of a regular rural carrier (after 90 days of service, they are converted to designation 74 and earn leave--see IV Conversions), (b) to an auxiliary route as an auxiliary rural carrier or (c) as an auxiliary assistant.

II. General

Newly established rural routes must be established at PDC before a Form 50 can be processed. If you have a new route being established, note at top of worksheet "NEW ROUTE". You must ensure the route master has been updated prior to processing a Form 50.

Elements 49, 50, 73, 74, 75, 76, 78, and 97 need never be completed on rural actions. These are computer generated by PDC based on what has been updated in the rural route master file.

See National Agreement and ELM 512.53 for rural carrier annual leave policies, 513.22 for rural carrier sick leave policies.

Check specific NOA located in Chapter 2 Accessions or Chapter 3 Changes for elements requiring entry on Forms 50.

III. Accessions

RCRs and RCAs can be used on up to three routes. No additional Forms 50 need to be processed to accomplish this.

An RCA may be dually appointed as a casual from the first day of employment. The worksheets must be submitted to ELRIC simultaneously, stapled together (appointment action must be numbered "1 of 2" and dual appointment action must be numbered "2 of 2").

Former qualified regular rural carriers may be reinstated subject to applicable reinstatement provisions. See National Agreement for specifics.

IV. Conversions

If a rural carrier employee who holds a dual appointment in a second, third, or fourth position (Suffix code 2, 3 or 4) is converted to career, use suffix 1 of Form 50 (processing copy) to convert to career.

RCAs must have 1 year of service in order to be eligible to bid on regular rural routes (see National Agreement for specifics). If RCA is successful bidder, RCA is converted to regular rural carrier.

SRCs convert to Step 8 or existing step, whichever is lower.

A SRC who has been converted to ARC (designation 72) due to serving in excess of 90 days on a vacant rural route at time of conversion to regular rural carrier will be converted at their existing step as long as the annual leave periods worked count is greater than six (otherwise step placement will be the same as designation 73). If employee is being converted to career from designation 72, enter in remarks section of Form 50 the date employee started carrying the vacant route for verification (use remark code 515).

No need to do separation action to terminate a dual appointment of a SRC (73 & 77) being converted to regular rural carrier. It automatically terminates on conversion to regular rural carrier.

If converting a rural carrier employee who holds a dual appointment to a part-time flexible or part-time regular position, you must process NOA 960 along with the conversion Form 50 for each dual job employee is giving up. The dual jobs must be terminated prior to converting the employee to career status.

NOA 928 is used for conversion to career for any employee converting to a career position in a different postal finance number.

On conversions to regular rural carrier (NOA 580):

- Time on USPS rolls during which an employee served as a SRC (not just the dates on which actual service was performed) is creditable for leave if the time is creditable for retirement purposes.
- See Exhibit 210d to determine whether RCR and RCA time is creditable for leave and retirment
- Designations 75, 77 and 78 are placed at Step B on conversion to career and start a new step increase waiting period.

- Employees from other crafts converted to regular rural carrier are placed at Step B and the next step date will be based on the effective date of the action.
- All saved, protected and red circle salaries drop upon conversion to regular rural carrier.

V. Changes

Regular Rural Carriers (designation 71) who are being reassigned to another route (in current installation or in another installation) will retain their step and their next step date.

Current career employees in other crafts reached by their score on the rural carrier register and selected are reassigned to regular rural carrier at Step B (see National Agreement). In some cases, the employee will lose money by doing this and should be advised before selection is made.

NOA 904 and 905, Route Change, are PDC-generated actions. They are generated when there is a change in route classification or information.

Code 907, Change to Leave Earning Status, is used to document when a SRC (designation 73) or RCA (designation 78) is appointed to serve a vacant route, or when serving the route during the extended absence of the regular carrier in excess of 90 days. Process a Form 50 on the 91st day the employee serves in the position and change the des code to 72/0 for SRC or 74/0 for RCA. Use the 91st day's date as the effective date. Enter remark code 515, "relief carrier has served continuously on route since ." This is the date the employee begins earning annual and sick leave. Note: When moving a 73 into a 72 position, do not terminate the 73 position or any other valid dual positions. The employee may not work in other dual jobs while serving as a 72, but it is no longer necessary to delete the dual jobs and then reestablish them when the employee returns to the 73 position (e.g., if you have a dual combination 41/77/73 and the 73 is moved into a 72 position, process NOA 907, Change to Leave Earning Status, as a suffix 1 for the designation 72 position). PDC will make the 41 a suffix 2, the 77 a suffix 3, and the 73 a suffix 4. When the employee returns to the 73 position, process a NOA 908, Change to Nonleave Earning Status, as suffix 1. The PDC will drop the 72 position and shift the remaining job segments back into the proper order (e.g., 41 will become suffix 1, 77 will be suffix 2, and 73 will be suffix 3). It is not necessary to include a designation/activity code on NOA 908. This same procedure is used when an RCA who holds a dual position is changed to a leave earning status (designation 74).

A SRC changed to a position in RSC P is placed in Step 1 (D) of the grade of the PS position.

See ELM 422.6 for salary information on regular rural carrier employee changing or returning to RSC P positions.

See ELM 424.4 for higher level pay for rural carrier temporarily assigned to a ranked position under a different salary schedule.

The mutual exchange of two rural letter carrier employees of different post offices is permitted in accordance with Article 12, Section 4 of the National Agreement. Use NOA 925, Reassignment/CAO, and code standard remark code 552 in element 84.

VI. Dual Appointments

Under certain circumstances, an employee may be appointed to more than one position in the Postal Service. This is known as a dual appointment. Only one of the appointments may be to a position in the career workforce. The primary purpose of dual appointments is to improve the opportunity of part-time employees (career) and employees who provide relief/leave replacement service on rural routes to gain further employment and to minimize unemployment compensation expense. Dual appointments also enable the Postal Service to utilize available experienced employees instead of new hires. In rural carrier positions, the following dual appointments are applicable:

-SRS and ARCs (designation 73 and 77) may be given a dual appointment to a career part-time flexible entry-level position (after qualifying on appropriate noncompetitive entrance examination) or noncareer position. SRCs are not eligible for retirement, life insurance, military leave or health benefits. However, they become eligible for these benefits upon being appointed to a career part-time flexible position. Before making such an appointment, installation heads should consider the factors in ELM 323.612.

-RCRs and RCAs cannot be given a dual appointment to a career position. They can, however, hold a dual casual and/or dual Postmaster Relief/Leave Replacement position(s). Certain examination requirements and time restrictions apply to dual casual positions.

-An RCA may be appointed in a casual dual appointment from the first day of employment provided examination requirements are met and the actions are submitted to ELRIC simultaneously, stapled together, and labeled "1 of 2" and "2 of 2."

-Regular Rural Carrier employees may not have dual appointments.

-Use NOA 959, Dual Job Accession, to appoint an employee to a second, third or fourth position (Suffix Code 2, 3, or 4).

-Use NOA 960, Termination of Dual Appointment, to terminate the second, third, or fourth position except on Change to Full Time (NOA 705) or conversion to regular rural carrier (NOA 580), in which case the termination of dual jobs is automatic. Note: When terminating a dual appointment (Suffix Code 2, 3 or 4), the NOA 960 immediately erases the dual job segment from the Employee Master File. If the employee worked during the pay period in which he or she is being terminated, PDC will not be able to pay the employee because of the missing job segment. Therefore, if workhours have been recorded for the pay period, do not process the NOA 960 until the following pay period. This will assure the employee is paid for all work performed and will eliminate the need for adjustments.

-All 77/73 duals must be the same step in each position they occupy. Only 41/73's have steps that are unequal.

-ARC (designation 77) may be given a dual appointment (77/78) as RCA after being reached as a result of his or her standing on a hiring worksheet).

-For RCR, RCA and ARC employees in dual appointments as Postmaster Relief/Leave Replacement (PMR/LR, designation 58), establishment of a third appointment as casual (designation 61) must be at an office with a different finance number than the finance number under which employed as PMR/LR. (When two nonrural jobs are established under one finance number, it is impossible for the payroll system to automatically process the individual's pay.)

Coding Form 50

Determine which NOA to use after reviewing the general information, manuals, or the National Agreement. The definitions, required forms and references, and Form 50 elements requiring entry are listed by NOA in the Accessions or Changes sections of this handbook.

-Of the Rural Carrier data elements (49-50 and 72-78) on the Form 50 worksheet, only elements 72, Route Number, and 77, Commitment Code, are to be completed. With this data, the PDC will select the other codes from the rural route master file. This data will be printed on the completed Form 50.

-Element 77 requires entry of the appropriate code (Y for yes or N for no) indicating whether the employee signed an agreement electing a higher classification. Each route is classified and that classification is identified by a code. Regular rural carriers who meet the eligibility requirements specified in the National Agreement, Article 9, Section 2.C.8.c.(1), have the option of electing a higher "classification" once per year. Employees who elect a higher classification will work more days and therefore earn an annual salary based on a predetermined number of workhours per year. If an eligible carrier selects the high option, he or she must sign a "commitment" to use sufficient annual leave to keep workhours at the prearranged number and prevent payment of FLSA overtime pay. (The commitments are not handled through the Personnel Office--changes are accomplished by submission of a memorandum or Form 4003 "Official Rural Route Description" to PDC through the employee's manager or Postmaster.) The manager or Postmaster may need to be contacted in order to determine whether to enter a Y or an N in element 77.

-Elements 56, Employing Office Finance Number, 65, Designation/Activity Code, and 96, Level/Step, are to be completed on all Form 50 worksheets for Rural Carriers, in addition to the other elements required for the action being processed.

-Never use NOA 702, Promotion, or 926, Reassignment/Promotion/CAO, in Rural Carrier craft.

-Never use any 300 series NOAs on dual appointments. NOA 3XX must be used on the suffix 1 position only. If an employee separates under the suffix 1 position, al

-To terminate a second or third position, use only NOA 960, Termination of Dual Appointment.

Des/ Act	Title	Occ. Code	Rate Code	RSC	Ret. Code	Earn Steps	Earn Leave	Probation
71-0	Regular Rural Carrier	2325-01XX	P	R	1, 5, 8, A	YES	YES	YES
72-0	Sub Rural Carrier (serving vacant route)	2325-01XX	P	R	2	YES	YES	YES
73-0	Sub Rural Carrier	2325-01XX	P	R	2	YES	NO	YES
74-0	Rural Carrier Associate (serving vacant route)	2325-08XX	H	B	2	NO	YES	YES
75-0	Rural Carrier Relief	2325-06XX	H	B	2	NO	NO	YES
77-0	Auxiliary Rural Carrier	2325-03XX	H	B	2	YES	YES	YES
78-0	Rural Carrier Associate	2325-07XX	H	B	2	NO	NO	YES

Appendix C
Problem Solving

Appendix C
Problem Solving

General

This section will require your input for the maximum benefit. It contains samples of the types of reports that require corrective actions, phone numbers you can use when you need help, and questions and answers about tricky situations. You may add phone numbers and should feel free to make notes or add pages (e.g., relevant materials published at a later date, copies of worksheets you will want to keep for future reference, excerpts or pages from HRIS updates or Postal Bulletin articles).

Errors

There are a number of edits built into the Form 50 processing system of the Human Resources Information System (HRIS), Employee and Labor Relations Information Center (ELRIC), and the Minneapolis Postal Data Center (PDC). The errors caught by these edits may be reported to you in a variety of formats for corrective action.

"631 Report". The AAD631, or "631 Report" was created to identify errors and missing data on the Employee Master File (EMF). It is produced by PDC at the end of each pay period after all HRIS, ELRIC and PDC processing has been completed and is distributed by ELRIC to the responsible MSC. The report gives an error code and message and two columns titled "Comparison #1" and "Comparison #2." These columns reflect data from the EMF which relate to the error message. An explanation of codes and error messages is located in this Appendix (see pages 6-9). Questions regarding this report should be directed to the Human Resources Information Systems (HRIS) Division at Headquarters.

Invalid Minority Census Report. This report is produced by PDC and distributed quarterly to the appropriate installation. The data in the Minority Census Report is extracted from the Postal Data Centers' Employee Master Records. If there are any invalid minority or gender codes, or minority codes not appropriate for the geographic area, a separate report, AAN7430, Invalid Employee Master Data, is sent to the affected organizational unit. Process Form 50, NOA 002, to correct blank or invalid gender codes, and NOA 012 to correct blank or invalid minority codes. After the corrections have been processed, destroy the invalid codes reports. Use Exhibit 210i to identify employee minority codes.

Organization Management Staffing Structure (OMSS) Report. The OMSS report is maintained by the Compensation and Staffing personnel. Errors that require the preparation and submission of a Form 50 to correct will be uncovered periodically. A typical example is an incorrect occupation code entry that results in an employee being placed into an unauthorized position. Corrections can usually be accomplished using NOA 002.

Worksheet Returned by ELRIC. When data is missing or obviously invalid on a Form 50 action submitted to ELRIC for processing, the worksheet may be returned with a cover sheet indicating inability to process. The elements in question may be circled on the worksheet. Correct the action and resubmit it to ELRIC.

Forms 50 Returned by PDC. The Minneapolis PDC Payroll and Retirement Sections automatically receive facsimiles of processed Forms 50 that may require an adjustment to the employee's pay, and/or leave and retirement accounts. These Forms 50 must be manually reviewed by an individual who must determine from the entries on the Form 50 exactly what adjustment is due. When insufficient information is contained in the remarks section (e.g., the correction action fails to indicate what data the element contained prior to the correction), the action is returned to the originating office for additional information or a new Form 50.

Questions and Answers

Q. What are the most common errors on Forms 50 submitted for processing?

A.
- Omission of ZIP + 4
- Incorrect salary (particularly for NOAs 702 and 928)
- Incorrect unemployment compensation codes
- Transposition of entries for elements 19 and 20 (NTE data)
- Omission of new FEGLI code in element 12 on NOA 881
- Distorted or blurred social security numbers
- Future dates on NOA 002 (Correction) actions
- Omission of NTE data and dates for temporary/casual employees
- Failure to indicate losing finance number in remarks

Q. What do I do if I am missing a three-part Form 50?

A. If you have not received old Forms 50 and the requested changes are updated on the Employee Master File, request a Master File Review (NOA 912) with appropriate remarks to document the missing action.

Q. How can I determine the appropriate Labor Distribution Code (LDC) for entry in Element 64? What if it contains an error?

A. The LDC is a code used to charge work/budget hours to the appropriate account by Finance. Check with your Division Controller's Office if you do not know the correct LDC Code or if you are in doubt. An LDC Code cannot be corrected with NOA 002 on Form 50 unless you are also correcting another element. Exception: You must process a Form 50 to place someone into LDC 68 or 69. PSDS Offices are capable of correcting LDCs through the PSDS System. Timecard offices can correct LDCs on the employee's time card.

Q. How can I tell if a Form 50 has been processed?

A. Check the Employee Master File via DDE/DRs on-line query (OLQ). Every Division and MSC has access. By looking up the appropriate segment, you can determine if the EMF contains the old data or the new data.

Q. If a nonrural craft employee is reached on the rural carrier register, what NOA should be used and in what step will she or he be placed?

A. Article 9, Section 1.B.1. of the NRLC Agreement states "...Effective January 19, 1985, all new regular (rural) carrier appointees will begin at Step B, except for substitute rural carriers who convert to regular status. Substitute rural carriers will be converted to regular carrier status at Step 8 or their existing step, whichever is lower, provided, however, that substitutes serving in excess of 90 days on a vacant route at the time of conversion will convert at their existing step." A regular craft employee (nonrural) being placed into rural carrier position would be considered a "new appointee" to the rural carrier craft and would be placed in a Step B regardless of the step attained in the previous position. The next step date would be recalculated based on the effective date of the rural carrier appointment.

Q. If a rural carrier is reached on a nonrural craft register, will it be same as the above?

A. No. Normal promotion rules prevail when placing a regular rural carrier into a position which is not represented by the NRLC.

Q. What do I do when the current data and some of the prior data on Form 50 is incorrect?

A. See Section 370 of this handbook concerning corrections.

Q. If I have a salary question/problem on an action, who can help?

A. Questions regarding salary problems, calculations for promotion and changes to lower level should be directed to the Field Division Compensation & Staffing personnel.

Q. What do I do when the Form 50 is returned and the data is incorrect?

A. Process the appropriate correction through CMS or by submission to ELRIC on the processing copy of the Form 50 containing the incorrect data. See Corrections, Section 370.

Q. How do I know whether a salary/leave adjustment should be processed by PDC or locally?

A. As a general rule, the PDC attempts to process salary and leave adjustments on any Forms 50 processed with a late effective date. You can safely enter standard remark code 548 (PDC will process salary/leave adjustment) on these actions. You should be aware that PDC needs the old data as well as the new data to process the adjustment. That is why you need to make sure your remarks on any such action indicate what data is being corrected. For example, for an NOA 882 Change Service Dates action, enter the correct data in elements 14, 16, 24 and 25 and in remarks be sure to include "This corrects elements and which read and ."

Q. How do I cancel a step deferment and obliterate the record from an employee's record?

A. A six-step process is required:

1. Cancel the Step Deferment. To cancel a step deferment, process a Form 50 using NOA code 001, Cancellation.

a. The effective date of the cancellation action must be the same as the effective date of the step deferment action being cancelled.

b. Change element 18, Next Step PP-YR, to reflect the pay period and year in which the current step increase was due. This date must be the same as the effective date of the deferment and cancellation actions.

c. In element 88, enter the following statement: "Cancels NOA 88, Step Deferment, effective (date). Service History Correction Required."

2. Initiate a Step Increase. Once the cancellation action has been processed, initiate another Form 50 using NOA 893, Step Increase.

a. Update element 18 to reflect the correct pay period and year in which the next step is due.

b. If, as a result of the current step increase action, the employee will be at the top step, place an asterisk in element 18.

3. Destroy OPF Copies. Remove all reference to the cancelled step deferment from the employee's OPF.

a. Remove the OPF copy of the Form 50 with NOA code 888, Step Deferment, from the OPF and destroy it.

b. Remove the OPF copy of the Form 50 with NOA code 001, Cancellation, from the OPF and destroy it.

4. Dispose of Other Copies. Copy 1 (Employee Copy) and copy 2 (Processing Copy) of the step deferment, cancellation, and step increase Forms 50 are handled as follows:

a. Give copy 1 of each Form 50 to the employee. Do not alter entries on the Employee copy.

b. Use copy 2 of the step deferment Form 50 as a worksheet for the cancellation. Use copy 2 of the cancellation as a worksheet for the step increase. File copy 2 of the step increase on the left side of the OPF as a temporary document for future use as a worksheet. If the service history section of this worksheet includes either the deferment action or the cancellation action, manually obliterate those entries to ensure that they are not discernable.

5. Correct Service History. Based on element 88 of the cancellation Form 50, the Postal Data Center will process a service history correction to delete the step deferment action. However, any Form 50 issued before the correction process is complete may still reflect the cancelled action in the service history section. If this occurs, manually obliterate those entries from the OPF copy of the Form 50 to ensure that they are not discernable.

6. Notify Employee. Advise the employee that all record of the deferment has been expunged from his or her OPF.

Q. I have a settlement agreement from Labor Relations (or EEO) and need to rehire an employee and "make him or her whole." What do I do?

A. As there are many variations in the language used in settlement agreements, both the language and intent of the agreement should guide you on processing your action. For instance, the agreement may say to "reemploy" or "hire" when you will actually need to process a reinstatement or career appointment action. Here are some examples:

Use this NOA	IF	Form 50 Advice
Reinstatement	Agreement indicates reinstatement or reemployment (with break in service as opposed to no break in service)	Determine what level/step in which to place employee. No salary history will be required.
Reactivate	Agreement indicates Notice of Removal is "rescinded," "set aside," "not for just cause and grievance is sustained," or removal action was processed erroneously by personnel (e.g., action processed before appeals were exhausted)	Effective date will be same as the effective date was for the removal action. Prepare Form 50 as if employee never left. This will involve the preparation of a salary progression to determine what level/step and next step due date the employee should have. Enter current salary data and prepare service history (if service history is less than five lines, enter in remarks on Form 50; if more than five lines, send to PDC. See 372.1).
Career Appointment	EEO Decision indicates retroactive or current appointment for an individual with no reinstatement eligibility	If retroative, data and prepare service history (if service history is less than five lines, enter in remarks on Form 50; if more than five lines, send to PDC. See 372.1).

The term "make whole" usually indicates that an individual not currently on the rolls should be returned to the rolls with grade/level, leave and retirement computation dates, and seniority as if she or he never left the service. Apply the same principals if appointing retroactively pursuant to an EEO decision that indicates employee must be "made whole." In processing such personnel actions, you must not only prepare the Form 50, but (if applicable) follow up to give employee information and opportunity to elect Thrift Savings Plan, switch to FERS, elect additional life insurance. Tricky personnel actions should be submitted to ELRIC for processing with a copy of the settlement agreement. If the agreement specifies a back pay award, and sick and annual leave is to be recredited, PDC does not automatically do this. Sick and annual can be recredited to account by sending a request and a copy of the agreement to PDC Payroll Processing.

Assistance

ELRIC

Manager	765-5060
Supervisors	765-5062, 5064
Personnel Questions	765-5061
Merits	765-5021
Call Ins	765-5024

PDC

Customer Support	725-1222

HRIS

HRIS Support Unit HRIS Division--HQ	Sign on to CMS and use "PA2" key to access Help screen. Enter question. The appropriate person will respond to your question on-line or will contact you directly.

Explanation of Error Messages on AAD631 Report

059	Protected Salary Expires Next Pay Period	Process NOA 894 effective 104 weeks from the date in which the employee's salary was protected. Enter an asterisk (*) in element 32. This will delete data from elements 27-32. Remarks should include "Expiration of Protected Status" and standard remark code 548 if an adjustment is needed by PDC.
060	Invalid Minority Code	Process NOA 012, Minority Code Change, to correct element 36. No remarks are necessary.
066	Last Name Invalid--Starts with Numeric	Process NOA 002, Correction to correct element 5.
067	CAG K Designation 41 Occ Code Not 2340-04XX	This message will be suppressed in PP 12 thru 20. It will be displayed and should be corrected only during PP 21 thru 11.
072	Retired Military Code Is Invalid	If the employee is not retired military, process a NOA 002, placing an asterisk in element 47. If the employee is retired military, process a NOA 002, placing the correct code in element 47.
073	CAG K Designation 1X or 41, Level Not = 03	This message will be suppressed in PP 12 thru 20. It will be displayed and should be corrected only during PP 21 thru 11.
084	Employee Address Equals Blanks or Zeros	Process Form 1216, Employee's Current Mailing Address, through MSC DDE/DR Site.
090	RSC P Protected Hourly Salary Not = Current Hourly Salary	If employee's current salary is greater than the protected salary, he or she should no longer be in a "protected" status. Delete protected status by placing an asterisk in element 32. If employee is entitled to protected salary and current salary is incorrect, process a NOA 002 correcting element 97.
091	RSC E Level less than 19--Step Not Equal Spaces	Process NOA 002. In element 96, repeat the level followed by 00. Example "00" will delete the erroneous step from the employee's record.
094	Designations 77 and 73, Steps Not Equal	Process NOA 002 correcting element 96 for either suffix 1 or 2.
096	Invalid Annual Leave Category Change Date	Process NOA 002 correcting elements 24 (if necessary) and 25.
104	Merit Anniversary YR/PP Not = Next Step Date	If Merit Anniversary Date is blank or if it is not the same as the Next Step Date (element 18 on Form 50), process a NOA 002 restating element 18. PDC programs will generate Merit Anniversary Date based on element 18.
106	RSC = S, Step Not = Space or Zero	Process a NOA 002 correcting element 96.
108	Heavy Duty Hours greater than 35, Guaranteed Salary Not Blank	Process a NOA 002 deleting element 78.
111	RSC = E or F, Merit Anniversary YR/PP Is Invalid	If employee is at top step and element 18 is blank, notify ELRIC of the correct anniversary date.
112	RSC P Step greater than Max, Next Step Not Numeric	Process NOA 002 correcting element 18.

113	Designation 43 or 13, Uniform Allowance Code Is Blank	Process NOA 903, Uniform Allowance Certification. The effective date should be the date the employee became eligible for a uniform allowance.
114	Employee Has Merit Anniversary YR/PP but Not Authorized	Notify ELRIC; request that Merit Anniversary Date be deleted from Employee Master File.
115	RSC Not = E, F, G, L, or S; Step = Spaces or Zeros	Correct element 96.
116	Terminated Employee With Active Health Benefits	Process Form 2810 thru ODE/DR.
117	RSC E, F; Next Step is Invalid	Process NOA 002 correcting element 18.
120	RSC B Designation 77, Step greater than Maximum, Next Step Date Not Numeric	Process a NOA 002 correcting element 18.
121	RSC R, Designation 71, 72, 73 Step greater than Max, Next Step Date Not Num	Process a NOA 002 correcting element 18.
122	Designation OX, 1X, 3X, 4X, 71 in Ret. Code 2	Process a NOA 002 correcting element 18.
128	Limited Tour Not = 0 and Designation Not 3X	If designation is not 3X, delete limited tour hours (element 67).
131	Designation 3X with greater than 4 or less than 39 Limited Tour Hrs	Correct element 67.
132	Duty Station Finance Number Non Numeric or Blank	Correct element 63.
134	Retirement Code 3 or 6; CAG Other than S or W	If element 13 is incorrect, process a NOA 002 correcting Retirement Code. If a valid Inspection Service position is being employed in a finance number which does not relate to CAG W or S, contact your ELRIC for instructions.
135	Designation 5X or 6X and Retirement Code Not 2	Correct element 13. All casuals and temporary positions should be coded as a "2" in element 13. Exception: reemployed annuitants would be coded as a "4."
138	Next Step Date Invalid less than Current Period	If RSC E or F, send merit evaluation to ELRIC for processing. If bargaining employee, prepare NOA 893, completing elements 1, 3, 4, 18, 79, 80, 96, and 97 and forward to ELRIC for processing.
140	Designation 71 with Suffix 2 Also	Process NOA 960 terminating suffix 2 position.
145	Invalid Merit Anniversary YR/PP less than Current Period	If Merit Anniversary Date is blank or incorrect, notify ELRIC of the correct date. If Merit Anniversary Date is correct and employee has not been evaluated, forward the merit evaluation to ELRIC.
149	OPF Finance Number Non-Numeric or Blank	Process NOA 002 to correct element 99.
151	Salary Hourly Should Be greater than 0; Rate Code = H	Process NOA 002 to correct element 97.

154	Protected Salary Date less than Current Period	Process NOA 894 effective 104 weeks from the date in which the employee's salary was protected. Enter an asterisk in element 32. This will delete data from elements 27 thru 32. Remarks should include "Expiration of Protected Status," and standard remark 548 to notify PDC that an adjustment is needed.
161	Retirement Code 1, 3, 5, 6, 7; Retirement Computation Date Contains Spaces or Zeros	Process NOA 882 and correct element 16.
162	Annual Leave Category 4, 5, 8; Leave Computation Date Contains Spaces or Zeros	Process NOA 882 correcting element 14.
163	Life Insurance Code = Space/Numeric	Process NOA 002 to correct element 12.
164	Designation 5X, 6X, Life Insurance Not = A	Process NOA 002 to correct element 12.
166	Birth date less than 17 years from Current Date.	If element 8 is correct, notify ELRIC. If element 8 is incorrect, process a NOA 002.
167	Annual Leave Category is 4; Leave Computation Date less than 3 Years from Current Period	If annual leave category should be advanced to category 6, process a NOA 002 correcting elements 24 and 25. The effective date should be the date the leave category should have been changed to 6. Element 25 should be changed to show when the employee goes into an 8-hour category. If leave computation date is incorrect, correct element 14 using NOA 882.
168	Annual Leave Category is 4; Leave Computation Date 3 Years from Current Period	If element 24 is incorrect, process NOA 002 correcting elements 24 and 25. Element 24 should show category 4 and element 25 should show the pay period/year the employee goes into leave category 6. If element 14 is incorrect, process NOA 882 correcting element 14.
169	Annual Leave Category 6; Leave Computation Date greater than 15 years from Current Period.	If element 24 is incorrect, process NOA 002 correcting elements 24 and 25. If element 14 is incorrect, process NOA 882 correcting element 14.
170	Annual Leave Category 8; Employee not PCES; Leave Computation Date less than 15 Years from Current Period	If element 24 is incorrect, process NOA 002 correcting elements 24 and 25. If element 14 is incorrect, process NOA 882 correcting element 14.
171	Annual Leave Category is Not Equal to 8; RSC = S	Process NOA 002 correcting element 24 to "8" and delete element 25 with an asterisk.

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